



26 September 2017

Mr David Saunders
Treasurer
Australian Aircrew Officers Association
office@ausaoa.org

CC: enquiries@troodpratt.com.au

Dear Mr Saunders,

Australian Aircrew Officers Association
Financial Report for the year ended 31 March 2017 - [FR2017/12]

I acknowledge receipt of the financial report of the Australian Aircrew Officers Association. The documents were lodged with the Registered Organisations Commission (the ROC) on 18 August 2017.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 March 2018 may be subject to an advanced compliance review.

Reporting Requirements

New Reporting Guidelines will apply to organisations and branches with financial years commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

On the ROC website is a number of factsheets in relation to the financial reporting process and associated timelines. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The ROC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at david.vale@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink that reads 'David Vale'.

David Vale
Principal Adviser, Financial Reporting
Registered Organisations Commission

Australian Aircrew Officers Association
ABN 48 848 227 235
Financial Report for the Year Ended 31 March 2017

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**Members of the Australian Aircrew Officers Association
ABN 48 848 227 235**

**Independent Auditor's Report to the Members of the Australian Aircrew
Officers Association**

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Australian Aircrew Officers Association (the association), which comprises the statement of financial position as at 31 March 2017, the statement of comprehensive income, the statement of changes in equity, statement of cash flows and recovery of wages activity for the year ended, including a summary of significant accounting policies and other explanatory notes and the statement by members of the general committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the general purpose financial report of Australian Aircrew Officers Association has been prepared in accordance with Part 3 of the Chapter 8 of the Fair Work (Registered Organisations) Act 2009 including:

- i. giving a true and fair view of the association's financial position as at 31 March 2017 and of its performance and its cash flows for the year ended on that date;
- ii. complying with Australian Accounting Standards and any requirements imposed by Part 3 of the Chapter 8 of the RO Act (section 257(5)) as disclosed in Note 1; and
- iii. management's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the registered association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (The Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of General Committee's for the Financial Report

The association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards

Independent Auditor's Report to the Members of the Australian Aircrew Officers Association

and the Fair Work (Registered Organisation) Act 2009 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the association is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the association either intends to liquidate the registered association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the association.
- Conclude on the appropriateness of the association's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.

**Independent Auditor's Report to the Members of the Australian Aircrew
Officers Association**

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

TROOD PRATT AUDIT AND ASSURANCE SERVICES



D A TROOD

Partner

Registered Company Auditor

Registration Number 3491

Institute of Chartered Accountants Australia and New Zealand

Public Practice Certificate Number 18736

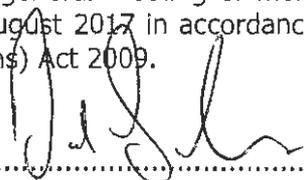
Dated at Sydney this 18th day of July 2017

Australian Aircrew Officers Association
ABN 48 848 227 235

Certificate By Prescribed Designated Officer
Certificate For the Period Ended 31 March 2017

I David Saunders being the Treasurer of the Australian Aircrew Officers Association certify:

- that the documents lodged herewith are copies of the full report for the Australian Aircrew Officers Association for the year ended 31 March 2017 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the association on 27 July 2017; and
- that the full report was presented to a general meeting of members of the Australian Officers Association on 18th August 2017 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer:.....

Name of prescribed designated officer: David Saunders

Title of prescribed designated officer: TREASURER

Dated: 18th August 2017

Operating Report
For the Period Ended 31 March 2017

The general committee presents its report on the Australian Aircrew Officers Association for the financial year ended 31 March 2017.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

The principal activities of the association during the financial year were to preserve and enhance the professional and contract standards and security of its members. No significant change in the nature of these activities occurred during the year.

Significant changes in financial affairs

No significant changes in financial affairs occurred during the year.

Right of members to resign

A member of the Australian Aircrew Officers Association may resign from membership by notice in writing addressed to the secretary of the Association.

Officers & employees who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee

During or since the end of the financial year, no Officers were a trustee of a superannuation fund or director of a company that is a superannuation fund trustee.

Officers & employees who are director of a company or a member of a board

During the reporting period, no Officers were a director of a company or a member of a board.

Number of members

At the end of the financial period Australian Aircrew Officers Association had 132 financial members.

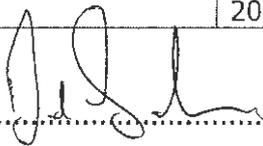
Number of employees

There are no staff employed by the Australian Aircrew Officers Association.

Operating Report
For the Period Ended 31 March 2017

Names of General Committee of Management members and period positions held during the financial year

Name	Position	Dates Held
Johannes Jacobus Peter Teutscher	Chairman	01 April 2016 to 31 March 2017
Ian Turner	Deputy Chairman	01 April 2016 to 31 March 2017
Justin Mayfield	Secretary	01 April 2016 to 31 March 2017
David Allen Saunders	Treasurer	01 April 2016 to 31 March 2017
David Bell	General Committee Member	01 April 2016 to 31 March 2017
Travis Gibson	General Committee Member	01 April 2016 to 31 March 2017

Signature of designated officer:.....

Name and title of designated officer: DAVID SAUNDERS TREASURER

Dated: 13th July 2017

Committee of Management Statement
For the Period Ended 31 March 2017

On the 20 May 2017 the General Committee of Australian Aircrew Officers Association passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 31 March 2017:

The General Committee declares that in its opinion:

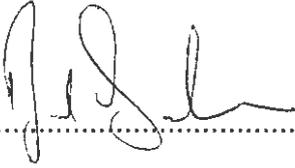
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position 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; and
- (e) during the financial year to which the GPFR relates and since the end of that year.
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation 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
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

**Australian Aircrew Officers Association
ABN 48 848 227 235**

**Committee of Management Statement
For the Period Ended 31 March 2017**

- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer:.....

Name and title of designated officer:
David Saunders TREASURER

Dated: 13th July 2017

**Statement of Comprehensive Income
For the Period Ended 31 March 2017**

	Note	2017	2016
		\$	\$
Membership subscriptions	3A	397,073	393,089
Other income	3E	12,972	6,132
HKAOA service fee	4C	(293,967)	(321,475)
Administration expenses	4D	(21,781)	(6,521)
Grants or donations	4E	(5,000)	-
Legal costs	4F	(5,258)	-
Other expenses	5	(5,115)	(5,940)
Current year surplus before income tax		78,924	65,285
Income tax expense		-	-
Profit for the year		<u>78,924</u>	<u>65,285</u>
Other comprehensive income:		-	-
Total comprehensive income for the year, net of tax		<u>78,924</u>	<u>65,285</u>
Total comprehensive income for the year		<u><u>78,924</u></u>	<u><u>65,285</u></u>

The accompanying notes form part of these financial statements.

Statement of Financial Position
As At 31 March 2017

	Note	2017	2016
		\$	\$
Assets			
Current Assets			
Cash and cash equivalents	6	313,148	261,318
Trade and other receivables	7	4,547	2,293
Total Current Assets		<u>317,695</u>	<u>263,611</u>
Total Non-Current Assets		<u>-</u>	<u>-</u>
Total Assets		<u>317,695</u>	<u>263,611</u>
Liabilities			
Current Liabilities			
Trade and other payables	8	15,977	40,817
Total Current Liabilities		<u>15,977</u>	<u>40,817</u>
Total Non-Current Liabilities		<u>-</u>	<u>-</u>
Total Liabilities		<u>15,977</u>	<u>40,817</u>
Net Assets		<u>301,718</u>	<u>222,794</u>
Equity			
Retained earnings		301,718	222,794
Total Equity		<u>301,718</u>	<u>222,794</u>

The accompanying notes form part of these financial statements.

**Statement of Changes in Equity
For the Period Ended 31 March 2017**

	Retained Earnings
	\$
Balance as at 1 April 2015	157,509
Profit for the year	65,285
Other comprehensive income for the year	-
Closing balance as at 31 March 2016	<u>222,794</u>
Profit for the year	78,924
Other comprehensive income for the year	-
Closing balance at 31 March 2017	<u>301,718</u>

The accompanying notes form part of these financial statements.

Statement of Cash Flows
For the Period Ended 31 March 2017

	Note	2017	2016
		\$	\$
<u>Cash Flow From Operation Activities</u>			
Contributions (from members) received		402,909	407,579
Payments to suppliers and service providers		<u>(351,079)</u>	<u>(466,059)</u>
Net cash provided by/(used in) operating activities	9	<u>51,830</u>	<u>(58,480)</u>
Net increase/(decrease) in cash held		51,830	(58,480)
Cash at beginning of financial year		<u>261,318</u>	<u>319,798</u>
Cash and cash equivalents at the end of the reporting period	6	<u>313,148</u>	<u>261,318</u>

The accompanying notes form part of these financial statements.

Recovery of Wages Activity
For the Period Ended 31 March 2017

	2017	2016
	\$	\$
Cash assets in respect of recovered money at the beginning of year	-	-
Receipts		
Amounts received from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	-	-
Payments		
Deductions of amounts due in respect of memberships for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts of fund of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	-	-
Cash assets in respect of recovered money at the of year		
Names of workers to which the monies recovered relates	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed		
Payable balance	-	-
Number of workers the payable related to	-	-
Fund or account operated for recovery of wages	-	-

Notes to the Financial Statements
For the Period Ended 31 March 2017

The financial statements cover Australian Aircrew Officers Association as an individual entity. Australian Aircrew Officers Association is an incorporated association in New South Wales.

The financial statements were authorised for issue on 13th July 2017 by the members of the committee.

Note 1: Summary of Significant Accounting Policies

Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Australian Aircrew Officers Association is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

Accounting Policies

a) Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accruals basis and is recorded as revenue in the year to which it relates.

Interest revenue is recognised on an accruals basis using the effective interest method.

b) Trade and Other payables

Trade and other payables represent the liability outstanding at the end of the reporting year for goods and services received by the association during the reporting year, which remain unpaid. The balances are recognised as a current liability and the amounts are normally paid within 30 days of recognition of the liability.

(c) Income Tax

The entity is exempt from Income Tax under section 50.1 of the Income Tax Assessment Act 1997.

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

Note 1: Summary of Significant Accounting Policies (continued)

d) Cash and Cash Equivalents

Cash is recognised at its nominal amount. 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 that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

e) Service Agreement with the Hong Kong Aircrew Officers Association (HKAOA)

The association has a service agreement with HKAOA to provide administrative services, advice, information, research and data to Australian Aircrew Officers Association. HKAOA charge Australian Aircrew Officers Association 80% of membership fees collected.

f) Trade and Other Receivables

Trade and other receivables include amounts due from members for goods and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade and other receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

g) Capitation Fees and Levies

Capitation fees and levies are recognised on an accruals basis and are recorded as a revenue and/or expenses in the year to which it relates.

h) Goods and Services Tax (GST)

Revenues and expenses and assets are inclusive of the amount of GST as the association is not registered for GST with Australian Taxation Office (ATO).

i) Significant Accounting Judgements and Estimates

There were no critical accounting estimates and judgements made by the entity at the end of the financial year.

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 1: Summary of Significant Accounting Policies (continued)

j) Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

k) Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

l) Employee Benefits

There were no employees during the financial year.

m) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument.

During the financial year the association did not commit itself to either purchase or sell assets (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expected to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised using the effective method, or cost.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 1: Summary of Significant Accounting Policies (continued)

n) Financial instruments (continued)

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) over the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying amount with a consequential recognition of income or expenses in profit or loss.

(i) Financial assets at fair value through profit or loss

Financial assets are classified as "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes at fair value (i.e. gains and losses) being recognised in profit or loss.

(ii) 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 subsequently measured at amortised cost. Gains and losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the association's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(iv) Available-for-sale investments

Available-for-sale investments are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 1: Summary of Significant Accounting Policies (continued)

n) Financial instruments (continued)

(iv) Available-for-sale investments (continued)

They are subsequently measured at fair value with any remeasurements other than impairment losses and foreign exchange gains and losses recognised in other comprehensive income. When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

(v) Financial liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains and losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

Impairment

A financial asset (or a group of financial assets) is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant assets, a significant or prolonged decline in the market value of the instrument is considered to constitute a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified in profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance amount.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated the association recognises the impairment for

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 1: Summary of Significant Accounting Policies (continued)

n) Financial instruments (continued)

such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Derecognition

Financial assets are derecognised where the contractual right to receipt of cash flows expires or the asset is transferred to another party, whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged, cancelled or have expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

o) New Accounting Standards for Applicable in Future Periods

- AASB 15: Revenue from Contracts with Customers (applicable to annual reporting periods beginning on or after 1 January 2018, as deferred by AASB 2015-8: Amendments to Australian Accounting Standards – Effective Date of AASB 15).

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the goods or services. To achieve this objective, AASB 15 provides the following five-step process:

- identify the contract(s) with a customer,
- identify the performance obligations in the contract(s),
- determine the transaction price,
- allocate the transaction price to the performance obligations in the contract(s); and
- recognise revenue when (or as) the performance obligations are satisfied.

The transitional provisions of this Standard permit an entity to either: restate the contracts that existed in each prior period presented per AASB: Accounting Policies, Changes in Accounting Estimates and Errors (subject to certain practical expedients in AASB 15); or recognise the cumulative

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 1: Summary of Significant Accounting Policies (continued)

o) New Accounting Standards for Applicable in Future Periods (continued)

effect of retrospective application to incomplete contracts on the date of initial application. There are also enhanced disclosure requirements regarding revenue.

Although the committee anticipate that the adoption of AASB 15 may have an impact on the association's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact.

p) Comparative Amounts

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

q) Going Concern

Australian Aircrew Officers Association is not reliant on any financial support from another reporting unit. The financial report is prepared on a going concern basis.

r) New Australian Accounting Standards
Adoption of New Australian Accounting Standards requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting standard policies adopted are consistent with those of the previous financial year except for the standards and amendments, which have been adopted for the first time this financial year. The standards adopted has no material impact.

- AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments contains three main parts and makes amendments to a number of Standards and Interpretations.

Part A of AASB 2013-9 makes consequential amendments arising from the issuance of AASB CF 2013-1.

Part B makes amendments to particular Australian Accounting Standards to delete references to AASB 1031 and makes minor editorial amendments to various other standards.

Part C makes amendments to a number of Australian Accounting Standards, including incorporating Chapter 6 Hedge Accounting into AASB 9 Financial Instruments.

These standard has no material impact on the reporting unit.

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

Note 1: Summary of Significant Accounting Policies (continued)

**r) New Australian Accounting Standards
Adoption of New Australian Accounting Standards requirements**

- AASB 2015-3 Amendments to Australian Accounting Standards arising from the Withdrawal of AASB 1031 Materiality completes the AASB's project to remove Australian guidance on materiality from Australian Accounting Standards. This standard has no material impact on the reporting unit.
- AASB 2015-4 Amendments to Australian Accounting Standards – Financial Reporting Requirements for Australian Groups with a Foreign Parent aligns the relief available in AASB 10 Consolidated Financial Statements and AASB 128 Investments in Associates and Joint Ventures in respect of the financial reporting requirements for Australian groups with a foreign parent. This standard has no impact on the reporting unit.

Note 2: Events after the reporting period

There were no events that occurred after 31 March 2017, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the entity.

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

	2017	2016
	\$	\$
<u>Note 3: Income</u>		
Note 3A: Membership fees	<u>397,073</u>	<u>393,089</u>
Note 3B: Capitation fees	<u>-</u>	<u>-</u>
Note 3C: Levies	<u>-</u>	<u>-</u>
Note 3D: Interest		
Deposits	-	-
Loans	<u>-</u>	<u>-</u>
Note 3E: Grants and donations		
Grants	-	-
Donations	<u>-</u>	<u>-</u>
Note 3E: Other income		
Refund of money	105	-
Reimbursement of expenses by HKAOA	<u>12,867</u>	<u>6,132</u>
	<u>12,972</u>	<u>6,132</u>
Total revenue	<u>410,045</u>	<u>399,221</u>
<u>Note 4: Expenses</u>		
Note 4A : Employee expenses		
Holders of office:		
Wages and salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	<u>-</u>	<u>-</u>
Subtotal employee expenses holders of office	<u>-</u>	<u>-</u>
Employee other than office holders:		
Wages and salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	<u>-</u>	<u>-</u>
Subtotal employee expense employees and other than office holders	<u>-</u>	<u>-</u>
Total employee expenses	<u>-</u>	<u>-</u>

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

	2017	2016
	\$	\$
Note 4B: Capitation fees	<u>-</u>	<u>-</u>
Note 4C: Affiliation fees		
Affiliation fees paid to Hong Kong Australian Officers Association (HKAOA)	<u>293,967</u>	<u>321,475</u>
Note 4D: Administration expenses		
Consideration to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowances – meeting and conference	-	-
Conference and meeting expenses	-	-
Bank charges	252	389
Telephone expenses	-	3,305
Insurance	2,838	2,827
Membership survey expenses	4,604	-
Training expenses	9,947	-
HIMS	3,373	-
Doubtful debts	767	-
Total administration expense	<u>21,781</u>	<u>6,521</u>
Note 4E: Grants or donations		
Grants	-	-
Donations:		
Total paid that exceeded \$1,000	<u>5,000</u>	-
Total grants or donations	<u>5,000</u>	<u>-</u>
Note 4F: Legal costs		
Litigation	-	-
Other legal matters	<u>5,258</u>	-
Total legal costs	<u>5,258</u>	<u>-</u>
Note 4G: Other expenses		
Penalties – via RO Act RO Regulations	<u>-</u>	<u>-</u>
Note 5: Auditor's fees		
Remuneration of the auditor of the association for:		
Auditing or reviewing the financial report		
- 2015 year	-	1,155
- 2016 year	-	4,785
- 2017 year	<u>5,115</u>	-
	<u>5,115</u>	<u>5,940</u>

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

	2017	2016
	\$	\$
<u>Note 6: Cash and cash equivalents</u>		
Cash at bank	<u>313,148</u>	<u>261,318</u>

Note 7: Trade and other receivables

Receivable from other reporting unit	-	-
Subscription receivable	5,314	2,293
Less: provision for doubtful debts	<u>(767)</u>	<u>-</u>
Total trade and other receivables	<u>4,547</u>	<u>2,293</u>

Provision for impairment in receivables

Movement in the provision for impairment for receivables is as follows:

Opening balance	-	-
Charge for the year	767	-
Amounts written off	<u>-</u>	<u>-</u>
Closing balance	<u>767</u>	<u>-</u>

Credit Risk

The association has no significant concentrations of credit risk to any single counterparty or group of counterparties.

Note 8: Trade and other payables

Sundry creditors and accruals	7,286	28,011
Subscriptions received in advance	<u>8,691</u>	<u>12,806</u>
	<u>15,977</u>	<u>40,817</u>
Payable to other reporting unit	<u>-</u>	<u>-</u>
Total trade payables	<u>15,977</u>	<u>40,817</u>

Settlement is usually made within 30 days.

**Notes to the Financial Statements
 For the Period Ended 31 March 2017**

Note	2017 \$	2016 \$
<u>Note 9: Cash flow</u>		
Note 9A: Cash flow reconciliation		
Reconciliation of net cash inflow from operating activities to operating profit		
Profit for the year	78,924	65,285
Adjustments for non-cash items		
Net gain on disposal of assets	-	-
Doubtful debts	767	-
Changes in assets and liabilities		
(Increase)/decrease in receivables	(3,021)	3,507
(Decrease) in payables	<u>(24,840)</u>	<u>(127,272)</u>
Net cash provided by/(used in) operating activities	<u>51,830</u>	<u>(58,480)</u>

Note 9B: Cash flow information

Cash inflows		
Australian Aircrew Officers Association	<u>402,909</u>	<u>407,579</u>
Total cash inflows	<u>402,909</u>	<u>407,579</u>
Cash outflows		
Australian Aircrew Officers Association	<u>351,079</u>	<u>466,059</u>
Total cash outflows	<u>351,079</u>	<u>466,059</u>

Note 10: Contingent liabilities and contingent assets

The general committee are not aware of any significant contingent liabilities and contingent assets that exist since the end of the reporting year.

Note 11: Capital and leasing commitments

There were no capital and leasing commitments at the end of the financial year.

Note 12: Other payables

Considerations to employees for payroll deductions	-	-
Legal costs	<u>-</u>	<u>-</u>
Total other payables	<u>-</u>	<u>-</u>

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

Note	2017	2016
	\$	\$
<u>Note 13: Provisions</u>		
Employee provisions		
Office Holders:		
Annual leave	-	-
Long service leave	-	-
Superannuation and redundancies	-	-
Other	-	-
Subtotal employee provisions-office holders	-	-
Employee other than office holders:		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions-employees other than office holders	-	-
Total employee provisions	-	-
Current	-	-
Non-Current	-	-
Total employee provisions	-	-
<u>Note 14: Related party disclosures</u>		
Note 14B: related party transactions for the reporting period		
Income - Reimbursement of expenses by Hong Kong Aircrew Officers Association to cover legal costs, telephone expenses and insurance	12,867	6,132
Expenses paid to Hong Kong Aircrew Officers Association to provide administrative services, advice, information, research and data.	293,967	321,475
Amounts owed to Hong Kong Aircrew Officers Association (including in sundry creditors and accruals)	-	23,226

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 14: Related party disclosures (continued)

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the yearend are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 31 March 2017, the Australian Aircrew Officers Association has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2016: \$nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

Note 15: Financial risk management

The association's financial instruments consist mainly of deposits with bank, receivables and payables.

The totals for each category of financial instruments, measured in accordance with AASB 139: Financial Instruments: Recognition and Measurement as detailed in the accounting policies to these financial statements as follows:

Financial assets

	Note	2017	2016
		\$	\$
Cash on hand		313,148	261,318
Accounts receivables and other debtors		4,547	2,293
Available-for-sale financial assets		-	-
		<u>317,695</u>	<u>263,611</u>

Financial liabilities

Accounts payable and other payables		15,977	40,817
Lease liabilities		-	-
		<u>15,977</u>	<u>40,817</u>

Financial Risk Management Policies

The association's Treasurer is responsible for, among other issues, monitoring and managing financial risk exposures of the association. The treasurer monitors the association's transactions and reviews the effectiveness of controls relating to credit risk, liquidity risk and market risk. Discussions on monitoring and managing financial risk exposures are held yearly and minuted by the committee of management.

The Treasurer's overall risk management strategy seeks to ensure that the association meets its financial targets, while minimising potential adverse effects of cash flows shortfalls.

Specific Financial Risk Exposures and Management

The main risk the association is exposed to through the financial instruments are credit risk, liquidity risk, and market risk relating to interest rate risk and other price risk. There have been no substantive changes in the types of the risks the association is exposed to, how these risks arise, or the committee's objectives, policies and processes for managing the measuring the risks from the previous period.

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 15: Financial risk management (continued)

a. **Credit risk**

Exposures to credit risk relating to the financial assets arises from the potential non-performance by members not paying their membership that could lead to a financial loss to the association.

Credit risk is managed through maintaining procedures (such as monitoring and collections of memberships within two weeks of salary paid) ensuring, to the extent possible that the members are of sound credit worthiness.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating or in entities that the committee has otherwise assessed as being financially sound.

Credit risk exposures

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying amount and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

There is no collateral held by the association securing accounts receivables and other debtors.

Accounts receivable and other debtors that are neither past due nor impaired are considered to be of high credit quality.

The association has no significant concentrations of credit risk with any single counterparty or group of counterparties.

	Note	2017	2016
		\$	\$
Cash on hand			
- AA rated		313,148	261,318
		<u>313,148</u>	<u>261,318</u>

b. **Liquidity risk**

Liquidity risk arises from the possibility that the association might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The association manages its risk through the following mechanisms:

- Preparing forward-looking cash flows analysis in relation to its operational, investing and financing activities;
- Only investing surplus cash with major financial institutions; and
- Proactively monitoring the recovery of unpaid subscriptions.

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

Note 15: Financial risk management (continued)

Specific Financial Risk Exposures and Management

The table below reflects an undiscounted contractual maturity analysis for non-derivative financial liabilities. The association does not hold directly any derivative financial liabilities.

Financial liability and financial assets maturity analysis

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2017	2016	2017	2016	2017	2016	2017	2016
	\$	\$	\$	\$	\$	\$	\$	\$
Financial liabilities due for payment								
Accounts payable and other payables	15,977	40,817	-	-	-	-	15,977	40,817
Total contractual outflows	15,977	40,817	-	-	-	-	15,977	40,817
Total expected outflows	15,977	40,817	-	-	-	-	15,977	40,817
Financial assets – cash flow realisable								
Cash on hand	313,148	261,318	-	-	-	-	313,148	261,318
Accounts receivable and other debtors	4,547	2,293	-	-	-	-	4,547	2,293
Total anticipated inflows	317,695	263,611	-	-	-	-	317,695	263,611
Net inflow on financial instruments	301,718	222,794	-	-	-	-	301,718	222,794

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 15: Financial risk management (continued)

Financial assets pledged as collateral

No financial assets have been pledged as security for any financial liability.

c. Market risk

(i) Interest rate risk

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The association is exposed to earning volatility on floating rate instruments. The financial instruments that expose the association to interest rate risk is nil.

The association also manages interest rate risk by ensuring that, whenever possible, payables are paid within any pre-agreed credit terms.

(ii) Other price risk

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk) of securities held.

The association is not exposed to other price risk as they do not have any available-for-sale investments.

Sensitivity analysis

The following table illustrates sensitivities to the association's exposure to changes in interest rates and equity prices. The table indicates the impact on how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is dependent of other variables.

Year ended 31 March 2017	Current surplus	Equity
	\$	\$
+/- 2% interest rates	+/- nil	+/- nil
+/- 10% in available-for-sale-investments	+/- nil	+/- nil

Notes to the Financial Statements
For the Period Ended 31 March 2017

Note 15: Financial risk management (continued)

Year ended 31 March 2016	Current surplus \$	Equity \$
+/- 2% interest rates	+/- nil	+/- nil
+/- 10% in available-for-sale-investments	+/- nil	+/- nil

No sensitivity analysis has been performed on foreign exchange risk as the association has no significant exposure to currency risk.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

Fair values

Fair value estimation

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying amounts as presented in the statement of financial position. Refer below for detailed disclosures regarding the fair value measurement of the association's financial assets.

	2017		2016	
	Carrying Amount \$	Fair Value \$	Carrying Amount \$	Fair Value \$
Financial assets				
Cash on hand	313,148	313,148	261,318	261,318
Accounts receivable and other debtors	4,547	4,547	2,293	2,293
Available-for-sale financial assets				
- Investments in listed shares	-	-	-	-
Total financial assets	317,695	317,695	263,611	263,611

	2017		2016	
	Carrying Amount \$	Fair Value \$	Carrying Amount \$	Fair Value \$
Financial liabilities				
Accounts payable and other payables	15,977	15,977	40,817	40,817
Lease liabilities	-	-	-	-
Total financial assets	15,977	15,977	40,817	40,817

**Notes to the Financial Statements
For the Period Ended 31 March 2017**

Note 15: Financial risk management (continued)

- (i) Cash on hand, accounts receivables and other debtors, and accounts payable and other payables are short-term instruments in nature whose carrying amount is equivalent to fair value.

The association measures and recognises the following assets at fair value on a recurring basis after initial recognition:

- Available-for-sale financial assets

The association does not have any available-for-sale financial assets at 31 March 2017 (2016: nil).

Note 16: Key management personnel remuneration

No payments were made to any management personnel and their close family members during the year (2016: nil).

Note 17: Economic dependence

The Association's activities are largely funded by membership subscriptions.

Note 18: Section 272 fair work (registered organisations) act 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members:

- (1) A member of an Australian Aircrew Officers Association (association) may apply to the association for specified prescribed information in relation to the association 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 association.
- (3) The association must comply with an application made under subsection (1).

Note 19: Association details

The registered office of the association and principal place of business is:

**Australian Aircrew Officers Association
27 Peel Street
South Brisbane QLD 4101
Australia**



13 April 2017

Mr Johannes Teutscher
Chairman
Australian Aircrew Officers Association

By Email: office@ausaoa.org

Dear Mr Teutscher,

**Re: Lodgement of Financial Report - [FR2017/12]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Aircrew Officers Association (the reporting unit) ended on 31 March 2017.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 29 June 2017.

The new Registered Organisations Commission

The Registered Organisations Commission (the ROC) will be established in 2017.

Statements of loans, grants and donation and financial reports must be lodged with the Fair Work Commission until the ROC is established. Once the ROC is established, they must be lodged with the ROC.

It is not yet known when in 2017 the ROC will be established. The Fair Work Commission will be providing information on the transition to the ROC through its subscription service and its website. For details about the subscription service, go to [Subscriptions](#) and subscribe to the Registered organisations information service.

Where to lodge Statements of Loans Grants and Donations and Financial Reports

	Before the ROC is established	From establishment of the ROC
Where to lodge	Lodge your statement of loans grants donations and your financial report with the Fair Work Commission	Lodge your statement of loans grants donations and your financial report with the ROC
How to lodge	The easiest way to lodge is via email: orgs@fwc.gov.au	Lodgement methods are not yet known

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Our focus this year: timelines and disclosure of loans, grants and donations

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

Timelines

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. For your assistance, the attached *Timeline/Planner* summarises these requirements.

As stated above, section 237 requires the loans, grants and donations statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 29 June 2017. A sample statement of loans, grants or donations is available at [sample documents](#).

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission (FWC) website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statements, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Running a Registered Organisation section.

Civil penalties may apply

It should be noted that s.268 and s.237 are civil penalty provisions. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

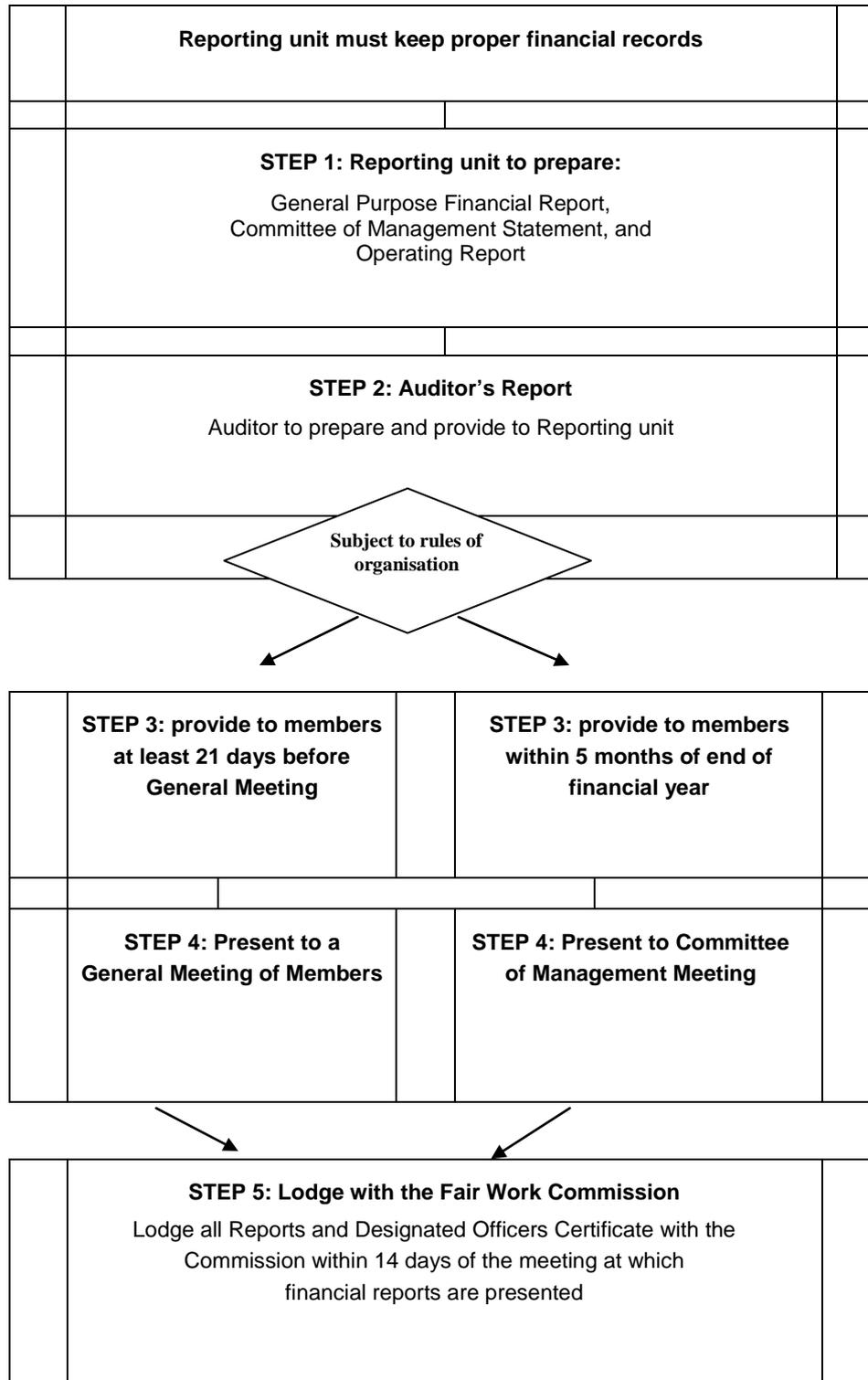


Sam Gallichio
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:

the amount,

the purpose,

the security (if it is a loan),

the name and address of the person to whom it was made,* and

the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au