

**DRAFT**

**1. MEMBERS REGISTER**

**Observation**

When members pay their annual subscription fees they are sent out a letter of receipt and their funds banked into the association's account. At this time they are entered into the database as a current member. There are over 300 individuals and entities included in this database and roughly 50% of these are current members.

**Effect**

By not reconciling members subscription fees received to the members listed as current in the database members could be incorrectly recorded.

**Recommendation**

We recommend that the association reconcile the current members against the subscription fees banked, and that this is done on a monthly basis. We further recommend that the database include, if it does not already do so, the date that the subscription was paid and the drawer on the cheque if different to the members name.

**2. REVIEW OF FUNCTION AGREEMENTS**

**Observation**

Prior to the function being organised an agreement was made between Angela Rosemann and the Australian Dispute Resolution Association Inc setting out her responsibilities as function coordinator and the amount of her remuneration.

**Effect**

The above agreement has not been signed or dated by either a member of the committee or by Angela Rosemann.

**Recommendation**

We recommend that the board ensures that any contracts entered into and agreed upon be signed and dated at a meeting of the board or at the earliest possible time after the board has met to agree to the contract.

This Year      Last Year  
\$                      \$

**1 Statement of Accounting Policy**

These financial statements are a special purpose financial report prepared in order to satisfy the reporting requirements of the Associations Incorporation Act NSW 1984. The committee has determined that the association is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these financial accounts.

The statements have been prepared in accordance with the requirement of the following applicable AAS Accounting Standards and other mandatory professional reporting requirements:

AAS 1: Profit and Loss or other Operating Statements

AAS 4: Depreciation of Non-Current Assets

AAS 5: Materiality in Financial Statements

AAS 6: Accounting Policies: Determination, Application and Disclosure

No other applicable Accounting Standard or mandatory professional reporting requirements have been applied.

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

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements:

(a) Fixed Assets

Freehold land buildings are brought into account at cost or at independent or committee's valuation

The depreciable amount of all fixed assets, excluding land, buildings and improvements are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

**2 Interest Received**

Commonwealth Bank of Australia

76

206

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

**DRAFT**

**AUSTRALIAN DISPUTE RESOLUTION ASSOCIATION INC**  
**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee have determined that the association is not a reporting entity.

The Committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in note 1 of the financial statements.

In the opinion of the Committee the financial statements as set out in the profit and loss statement, balance sheet and notes to and forming part of the accounts:

1. Present fairly the financial position of Australian Dispute Resolution Association Inc as at 30 September 2000 and the results of the association for the year ended on that date.
2. At the date of this statement there are reasonable grounds to believe that Australian Dispute Resolution Association Inc 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:

.....  
Louise Rosemann (President)

.....  
Val Sinclair (Treasurer)

Dated this:

# Statement of Revenue and Expenditure for the year ended 30th September 1999

2000

replace  
used  
1999.

1998	1999
6860	3645
-	356
206	551
5690	3283
193	-
<u>12949</u>	<u>7835</u>
2502	6270
1131	1518
654	778
83	-
1045	-
-	850
400	350
185	-
187	43
-	1184
1020	-
702	217
6304	7349
274	-
-	742
-	59
14546	19301
1587	11466

## REVENUE

Membership fees	6860	8010
Sale of publications	-	90
Interest earned	206	- 76
Conference and Seminar receipts	5690	17656
Sundry income	193	-

1999 2000

6860	8010
-	90
206	- 76
5690	17656
193	-

12949 25756+76

## LESS EXPENDITURE

Newsletter and Publication costs	2502	4002
Postage	1131	992
Stationery	654	656
Sundry expenses	83	-
Telephone	1045	1049
Prizes - Essay	-	-
Audit fees	400	650
Rent	185	1118
Bank charges	187	105
Travel costs	-	708
Salaries	1020	1229
Insurance - Public Liability	702	659
Conference & functions	6304	13133 + 1846
Depreciation	274	1479
Secretarial/AGM costs	-	-
Electricity	59	253
Travel	-	408

2502	4002
1131	992
654	656
83	-
1045	1049
-	-
400	650
185	1118
187	105
-	708
1020	1229
702	659
6304	13133 + 1846
274	1479
-	-
59	253
-	408

14546 27879  
1587 2047

## LOSS FOR YEAR

**AUSTRALIAN DISPUTE RESOLUTION ASSOC INC****CONTENTS**

Committee's Report

Income and Expenditure Statement

Balance Sheet

Notes to and Forming Part of the Financial Statements

Statement by Members of the Committee

Auditors' Report

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AUSTRALIAN DISPUTE RESOLUTION ASSOC INC

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH SEPTEMBER 2000

**DRAFT**

	Note	This Year \$	Last Year \$
<b>INCOME</b>			
Conference Receipts		17,656	5,690
Members Subscriptions		8,010	6,860
Sale of Publications		90	-
		25,756	12,550
<b>EXPENDITURE</b>			
Audit Fees		650	400
Bank Charges		105	187
Conference Expenses		13,133	6,304
Depreciation		1,479	274
Electricity		253	59
Function Expenses(other)		1,846	-
Insurance		659	702
Newsletter & Publication Printing Costs		4,002	2,502
Postage		992	1,131
Printing & Stationery		656	654
Rent		1,118	185
Sundry Expenses		-	73
Telephone		1,049	1,045
Travelling & Entertainment		708	-
Wages		1,229	1,020
		27,879	14,536
		(2,123)	(1,986)
<b>OTHER INCOME</b>			
Interest Received	2	76	206
Sundry Income	3	-	193
		76	399
<b>NET OPERATING LOSS</b>			
Retained Profits - Beginning of Year		2,047	1,587
		15,885	17,472
<b>ACCUMULATED SURPLUS AT 30TH SEPTEMBER 2000</b>			
		13,838	15,885

The accompanying notes form part of these financial statements.

This statement is to be read in conjunction with the compilation report.

**DRAFT**

**BALANCE SHEET  
AS AT 30TH SEPTEMBER 2000**

	Note	This Year \$	Last Year \$
<b>CURRENT ASSETS</b>			
Cash at Bank	c900	1,757	1,735
Cash Management Account		9,233	10,162
		<u>10,990</u>	<u>11,897</u>
<b>FIXED ASSETS</b>			
Plant and Equipment	45900	3,357	4,338
		<u>3,357</u>	<u>4,338</u>
<b>TOTAL ASSETS</b>		<u>14,347</u>	<u>16,235</u>
<b>CURRENT LIABILITIES</b>			
Other Creditors	H900	509	350
		<u>509</u>	<u>350</u>
<b>TOTAL LIABILITIES</b>		<u>509</u>	<u>350</u>
<b>NET ASSETS</b>		<u>13,838</u>	<u>15,885</u>
<b>MEMBERS FUNDS</b>			
Accumulated Surplus		<u>13,838</u>	<u>15,885</u>

The accompanying notes form part of these financial statements.  
This statement is to be read in conjunction with the compilation report.

AUSTRALIAN DISPUTE RESOLUTION ASSOC INC

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH SEPTEMBER 2000

**DRAFT**

	This Year \$	Last Year \$
<b>3 Sundry Income</b>		
Sundry Income	-	193
<b>4 Plant and Equipment</b>		
Office Equipment	5,110	4,612
Less: Accumulated Depreciation	1,753	274
	<u>3,357</u>	<u>4,338</u>
<b>Total plant and equipment</b>	<u>3,357</u>	<u>4,338</u>

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

# Balance Sheet as at 30th September 1999 <sup>2000</sup>


replace  
with  
1999

<del>1998</del>		
	<b>MEMBERS FUNDS</b>	
28938	Balance 30th September, 1998	17472 <sup>15885</sup>
11466	Loss for year <sup>1999</sup>	1587 <sup>(2047)</sup>
<u>17472</u>		<u>15885</u> <sup>13838</sup>
	Represented by:-	+
	<b>FIXED ASSETS</b>	
	Office Equipment W.D.V.	<del>4388</del> <sup>3357</sup>
	<b>CURRENT ASSETS</b>	
689	Other debtors	
668	Cash at bank	1795 <sup>1757</sup>
16465	Cash management account	10162 <sup>9233</sup>
<u>17822</u>	<b>TOTAL ASSETS</b>	<u>16295</u> <sup>14347</sup>
	<b>CURRENT LIABILITIES</b>	
350	Accounts payable	<del>350</del> <sup>509</sup>
<u>17472</u>	<b>NET ASSETS</b>	<u>15885</u> <sup>13838</sup>

### REPORT TO MEMBERS

The attached Revenue and Expenditure Statement and Balance Sheet have been drawn up from the audited books of account of your Association. I have received all the information and explanations to enable me to certify these accounts as true and correct as at 30th September, 1999.

Dated 25th October, 1999.

  
 I.K. O'BRIEN & CO.  
 Chartered Accountants  
 Ian K. O'Brien F.C.A.

# Australian Dispute Resolution Assoc. Inc

Level 3 - 147a King Street  
 SYDNEY  
 NSW 2000

## Profit & Loss Statement

1/10/99 through 30/09/00

3/10/00  
 5:15:35

<del>Income</del>	
<i>Income Conference Receipts</i>	17,659.00.
Subscriptions	\$7,960.00
Functions	\$1,095.23
Interest Earned	\$75.99
Retail Sales	\$30.00
Total Income	<u>\$9,161.22</u>
	26,820.22
<del>Cost of Sales</del>	
Gross Profit	<u>\$9,161.22</u>
	26,820.22.

# Australian Dispute Resolution Assoc. Inc

## Profit & Loss Statement

1/10/99 through 30/09/00

3/10/00  
 5:15:36

Expenses	
Accounting Fees	\$500.00
Bank Charges	\$4.10
<del>Insurance</del> <i>conference</i>	<u>\$650.54</u>
Interest	\$1.03
License Fees	\$139.75
<i>Function</i> Meeting Expenses	<del>\$1,116.02</del> (Set.)
Postage	\$1,081.05
Print Stationery	\$655.68
Publications	\$4,002.01
Rent	\$1,118.00
S/Tax FID	\$68.94
Employment Expenses	
Wages & Salaries	\$1,461.75
Telephone	\$1,048.50
Travel & Entertainment	\$708.36
Electricity	\$253.36
Total Expenses	<u>\$12,800.00</u>
	25,722.77
Operating Profit	<u>\$3,647.87</u>
	1,097.45.
Other Income	
Other Expenses	
Net Profit / (Loss)	<u>\$3,647.87</u>
	1,097.45.

CONFERENCE SUMMARY REPORT

- Prepared by the  
Conference Committee

Board Meeting 11/12/99

Registrations

Total individuals who registered for the conference = 53

Day 1:	35 registrations (4 speakers)	total = 39 [16 members]
Day 2:	39 registrations (5 speakers)	total = 44 [17 members]
Day 3:	33 registrations (5 speakers)	total = 38 [19 members]

Budget

Income:	banked	\$ 17 155.00
	debtors	\$ 310.00
	<u>total</u>	<u>\$ 17 465.00</u>
Expenses:	paid	\$ 14 012.54
	to be invoiced/paid	\$ 3 237.90
	<u>total</u>	<u>\$ 17 250.44</u>
Balance:	<u>profit</u>	<u>\$ 214.56</u>

Note:  
I have asked  
for a breakdown  
of these expenses  
from the conference  
Committee.

Note:  
I have used the Function  
A/c Figures which  
are different from  
these.

This amount may  
include reimbursements  
to the ADRA C/A A/c  
for conference expenses.  
42,000 has been TRFD TO  
the CHA A/c.

# Australian Dispute Resolution Assoc. Inc

Level 3 - 147a King Street  
SYDNEY  
NSW 2000

## Profit & Loss Statement

1/10/99 through 30/09/00

3/10/00  
5:15:35

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# Australian Dispute Resolution Assoc. Inc

## Profit & Loss Statement

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3/10/00  
5:15:36

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Employment Expenses	\$1,461.75
Wages & Salaries	\$1,048.50
Telephone	\$708.36
Travel & Entertainment	\$253.36
Electricity	
Total Expenses	<u>\$12,809.09</u>
Operating Profit	<u>-\$3,647.87</u>
Other Income	
Other Expenses	
Net Profit / (Loss)	<u>-\$3,647.87</u>

# Australian Dispute Resolution Assoc. Inc

Level 3 - 147a King Street

SYDNEY

NSW 2000

## Profit & Loss Statement

1/10/99 through 30/09/00

3/10/00

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# Australian Dispute Resolution Assoc. Inc

## Profit & Loss Statement

1/10/99 through 30/09/00

3/10/00

5:15:36

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Total Expenses	<u>\$12,809.09</u>
Operating Profit	<u>-\$3,647.87</u>
Other Income	
Other Expenses	
Net Profit / (Loss)	<u>-\$3,647.87</u>

# INDEPENDENT AUDIT REPORT

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**DRAFT**

## TO THE MEMBERS OF AUSTRALIAN DISPUTE RESOLUTION ASSOC INC

### **Scope**

We have audited the financial statements, being a special purpose financial report comprising the statement by members of the committee, income and expenditure statement, balance sheet and notes to and forming part of the accounts of Australian Dispute Resolution Association Inc. for the year ended 30th September 2000. The committee is responsible for the financial report and has determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporation Act NSW 1984 and 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. No opinion is expressed as to whether the accounting policies used, and described in note 1, are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act NSW 1984. 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, and the evaluation of significant accounting estimates. 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 cashflows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

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

### Qualification

As is common for organisations of this type, it is not practicable for Australian Dispute Resolution Association Inc to maintain an effective system of internal control over members contributions and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to income was limited to amounts recorded.



Who are we..  
What we do..  
How to join..

## Who are we..

ADRA was formed in 1987.

ADRA's Constitution defines "Alternative Dispute Resolution" (ADR) as 'dispute resolution processes:

- (a) which encourage disputants to reach their own solution, and
- (b) in which the primary role of the third party neutral is to facilitate the disputants to do so.'

ADRA is run by a Board of Management that is elected at each Annual General Meeting. The Board organises conferences, seminars and workshops, makes representations and submissions on behalf of members, prepared discussion papers and policy documents and undertakes a range of other activities. A Newsletter that is prepared with other ADR associations is distributed to members three times a year.

## What do we do..

The objectives of the Association include:

- Promoting and encouraging ADR throughout Australia.
- Encouraging and providing for the exchange and dissemination of ideas, information and experience in ADR.
- Developing, maintaining and promoting ADR standards and achieving uniform national standards.
- Providing and supporting education and research in the theory and practice of ADR.
- Printing publishing and circulating information pertaining to ADR
- Enhancing professional skills of mediators, conciliators and other practitioners in ADR and of administrators of ADR
- Making representations in the interests of all members of the Association in all matters concerning the Association and the resolution of disputes by ADR.
- Co-operating and affiliating with other organisations in order to achieve the objectives.



Who are we..  
What we do..  
How to join..

## How to join..

Please print or fill out this form.  
If printing, please post to this address:

The Treasurer  
ADRA  
PO Box A2468  
Sydney South  
NSW 1235  
Australia  
Phone 02 9231 5822  
Fax 02 9231 5833

Individuals and organisations may become members on fulfilment of eligibility requirements and payment of an annual subscription.  
Persons or organisation in Australia or overseas are eligible to be members if they:

**Please select your eligibility:**

- have been engaged as neutral independent dispute resolution facilitators in ADR,
- teach or have undertaken special research or education in ADR,
- are employed by or are members of an organisation that has as a primary purpose the resolution of ADR processes, or
- have a special interest in the development, promotion and use of ADR.

**Please select your membership category:**

- Member \$60
- Practitioner \$120
- Organisational \$200
- Sponsor \$500
- Student full time \$35

**Name:**

**Address:**

**Telephone:**

**Mobile:**

**Email:**

## Your details..

**Please select your areas of interest:**

Community  
Environment  
Family  
Commercial  
Other...

**Other interest:**

Please give details about your:

Training in ADR

Practice in Dispute Resolution

Research and/or teaching in ADR

Experience training or assessing in ADR

Publications

Please select whether you authorise publication of your membership in an ADRA Register of Members?

Send Information