



## **ACFIPS**

**Arts, Communications, Finance Industries and Property Services Limited**

(A company limited by guarantee)

ABN 55 074 207 784

## **Annual Report**

**Year ended 30 June 2018**

# Directors' Report

Your Directors submit this report on the company for the financial year ended 30 June 2018.

## Directors

The names of each person who has been a Director during the year and to the date of this report are:

Timothy Cramsie

Sasha Boe

Max Wilson

Lee Xavier

Lesley Mitchell

Leni Ison

Bob Snedden OAM

Andrew Bryson

Suzette Po Williams

Scott Spicer (resigned 28 November 2017))

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

## Principal Activities

The principal activity of the company is to act as a voice of the Arts Communications Finance Industries and Property Services (ACFIPS) on issues relating to vocational education and training in NSW in accordance with the established objectives of the NSW Department of Industry, Training Services NSW.

The company is a non-profit organisation which gains funding from the NSW Department of Industry, Training Services NSW, other government agencies and the Arts Communications, Finance Industries and Property Services sectors.

ACFIPS is incorporated as a public company being a company limited by guarantee under the Corporations Act 2001.

## Results

The net result of operations after applicable income tax expense was a surplus of \$2,978.

## Dividends

The Directors advise that the company's Memorandum of Association prohibits the making of any distribution to its Members by way of Dividend or otherwise.

## Review of Operations

The Arts Communications Finance Industries and Property Services Limited (ACFIPS) — a NSW ITAB — employs project staff to provide the advisory services required by Training Services NSW, Department of Industry and to meet the requirements of any special projects or commercial operations.

During the financial year we launched our Certificate III in Live Production and Services Traineeship. The traineeship has been a partnership between industry and training providers. We had strong support from the City Recital Hall and AV1 plus support from NSW TAFE and Arts Ready. Without their commitment and vision our traineeship would still only be a good idea.

We've also worked with industry and NSW TAFE to secure tailored training to meet WHS needs in the entertainment and events sector.

The 'Build your own arts business' is a fully funded course that covers business basics, finance basics, law and copyright issues, and marketing. The course was extended from Sydney into regional areas. Course participants worked on practical activities to help them create a mini business plan, including a clear set of career goals. Assessments were conducted in class via participation, group work and the completion of sections of a written business plan.

We also scoped the delivery of a security part qualification course with TAFE NSW and Security RTOs. ACFIPS was also active in working across industry sectors in looking at the need for specific qualifications in cyber security.



We hosted our annual forums for industry sectors during May 2018 at the Institute of Public Accountants, NSW & ACT offices in Sydney. Many themes identified last year were again prominent in discussions. There are still major concerns about the impact of technology on jobs and how vocational training can prepare candidates to meet the needs of the workplace. Life-long learning and how this can be accommodated through the training system is one of the challenges that will need to be resolved.

Multi-discipline careers are ahead for large numbers of job seekers. Training will need to focus on managing your career, adaptability to change, redesigning job functions, social responsibility, structure of work, management of self and time and diversity in your workplace, from staff on site, working from home or on contract.

Digital transformation has created major changes in the way we work. Artificial Intelligence, automation and the disruptive effects to the workforce of 'anything that can be digitised will be has led to greater discontinuity, more so than in the last 20 years. Key skills as well as your specific industry experience in a role, will include how you engage with people, and knowledge of equipment/software. Being highly qualified in IT is now an advantage. With limited time for employees to be released for off the job training, short courses/module training for employees, addressing immediate on the job skills gaps is the preferred training.

Regional visits were undertaken as part of the company's role as an ITAB and commitment to working closely with Training Services NSW regional offices and projects. We were were involved in special events and workshops in the Hunter, Central Coast, Illawarra, Tamworth and New England regions.

We maintained strong links to federally funded SSOs (Services Skills Organisations) – Artibus (Property Services and Security) and PWC Skills for Australia (Arts, Communications, Business and Financial Services). These SSOs have oversight of all training packages for the industry sectors under our umbrella. We have taken an active role in encouraging participation in training package review. We have also worked closely with Training Services NSW in providing feedback on training package reviews and potential impacts on NSW industry sectors. We improved communications with our regular newsletter NSW Training Matters, website and social media promotions.

### **Skills sets required**

Organisational soft skills, emotional intelligence, entrepreneurial thinking, basic business skills in accounting, how to grow a business, training the team, leadership management, coaching/mentoring, customer service engagement for your industry, project management, from understanding big infrastructure management to schedules of any project, being part of a team and the changing nature of employment are required.

- Property Services — What are the new challenges for Strata Management given rapid expansion in the construction of high density residential housing.
- WHS training needs to be contextualised for the Security Industry acknowledging the changing responsibilities, and for the Entertainment Industry addressing mental health issues and workplace resilience.
- For Printing and Graphic Arts, business management, communication skills, graphics, prepress, media elements, and cross disciplinary skills are in demand.
- Soft skills necessary to create the 'accessible manager', leading a team with emotional intelligence, mentoring and coaching staff, staying up to date with industry changes and compliance.

### **Key training requirements across the ACFIPS sectors**

- Financial Services skills sets for small business: book keeping, taxation requirements, BAS statements.
- Procurement and contract/project management.
- Digital component in all skill sets — blended skills sets needed across Training Packages: How to manage the Web to advertise, manage finances, invoicing and analyse customer data. For example, Security Officers need to know how to manage a vision system.
- Security — whole risk environment and risk evaluation. How/when to isolate in an emergency situation, how to deal with an intoxicated person, observational skills regarding terrorism.
- Big Data management, computer coding and data security. Safeguarding against hacking and other cyber security threats.

Areas of skills shortages and gaps in training were identified and various actions were identified. This year's forum emphasised the need for VET to be focused on job outcomes and that qualifications should indicate pathways.

Change in the workplace is now constant as entry level jobs are shifted off shore and new technologies emerge. The workforce needs skilled people to keep up with change and to take responsibility for keeping up to date.



ACFIPS focus on developing practical approaches to improving apprenticeship and traineeship uptake and completions along with utilising partial qualifications/skills as an entry to jobs are some of the key received broad endorsement from forum participants. We also actively promoted Department initiatives such as the Apprentice and Trainee Supervisor workshops.

ACFIPS has played a significant role in ensuring that NSW interests are raised in the development of training packages and that consultation is undertaken with a broad range of stakeholders.

ACFIPS successfully met all Key Performance Areas as outlined in our Service Agreement with the Training Services NSW, Department of Industry.

### **Short-term Objectives**

The company's short-term objectives are:

- To provide VET policy advice to the Training Services NSW Department of Industry and for the following industry sectors:

Arts — Cultural and Creative Industries

Information Communications Technology, Graphic Arts and Printing

Finance Industries — Financial Services and Insurance Industry

Property Services — Real Estate and Security Industry

Business Services

- To provide advice and assistance to industry sectors covered by the company in its role as an ITAB.

- Assist industries, enterprises and their workforce to integrate skill development with business goals.

- Market the advantages of recognised training to all users and stakeholders relevant to the ITAB (company).

The company completed all of its contractual obligations required by the NSW Training Services, Department of Industry and achieved all short term objectives.

During the 2017/2018 Financial Year the board was active in expanding its industry consultation processes covering all key industry sectors represented by the company in its role as an ITAB.

The company works closely with industry and government to promote employability skills. Helping to improve productivity, effectiveness and efficiency and provide an expanded skills base with which to deal with the changes and challenges facing particular industry sectors.

### **Long-term Objectives**

The company's long-term objectives are:

- To act as the principal voice of the Arts, Communications, Finance Industries and Property Services on issues related to Vocational Education and Training (VET) in the State of New South Wales;

- Advance education and training and to identify generic and emerging skills to support the employability of individuals and provide for local community development and to give strategic advice to government, on these issues.

- Continue to work closely with Training Services NSW in programs aimed at improving completion rates for apprenticeships and traineeships.

- Support and encourage the uptake of general maths and the mathematics in trades pathway in high schools for students wanting to undertake vocational education courses.

- Support the development, implementation and continuous improvement of high quality, nationally recognised training products and services, including enhancing innovation, rationalising materials where there are cross-industry synergies, and improving efficiency.

- Achieve a more diversified funding base and sustainable projects.

- Work creatively with industry and employers and students to increase the numbers of young people undertaking vocational education and training employment pathways.



## Strategies

To achieve its stated objectives, the company has adopted the following strategies.

In the short term, the company has developed Sector Advisory Committees (SACs) Forums to ensure that all projects have stakeholder involvement and strong industry partnerships.

The long-term objective is to build the company's expertise and expand projects within our industry sectors in order to achieve sustainability and continuous improvement in programs it provides.

In response to the need to improve student uptake in Apprenticeships and Traineeships the company is developing apprenticeship/traineeship engagement strategies and forums.

We will continue to carry out NSW regional meetings, workshops and consultations for the ACFIPS industry sectors.

## Key Performance Measures

The company measures its own performance through the use of both quantitative and qualitative benchmarks. The benchmarks are used by the directors to assess the financial sustainability of the company and whether the company's short term and long term objectives are being met.

Importantly, the company provides a NSW 'state' perspective in the provision of advice and the delivery of training. The company was also active in promotion of Traineeships and Apprentices across all industries under our coverage with a special focus on School-based Apprenticeships and Traineeships.

Our ITAB's experience has been that many issues are common across industry sectors.

We will need to measure our performance against rapidly changing employment market shaped by both internal and international forces. In this context training will need to be more flexible and targeted to industry requirements.

Some factors already identified include:

- Change in the workplace is now be constant, as entry level jobs are shifted off shore and new technologies emerge. The workforce need skills to keep up with change, to take responsibility to keep up to date.
- A new and rapidly developing employment pathway is start-up companies (6-8 people). While they together share offices, staff, costs they are individually not strong in business skills. Short/sharp and affordable, subsidised courses are required with a focus on project management, partnering with clients and other stakeholders, tendering for and understanding contracts, the art of negotiation, and entrepreneurial skills.
- Management, leadership, emotional intelligence skills, while incorporated into the Training Packages still need to be actually developed and applied in workplaces.
- Digital Marketing – understanding of how to manipulate Big Data (critical aspects of data coming from social media) to then be able to extract product/relevant content to attract audiences, to know your audience, and develop appropriate product



## Information on Directors

### **Tim Cramsie**

#### 1. Experience

Creative industries, training and technical production

#### 2. Special Responsibilities

Tim Cramsie is a technical production and stage manager who works at major Sydney events for a number of organisations and a trainer and assessor working in the VET sector. Tim's passion for technical production and education has involved him in consultations for the review of training packages in the arts, cultural and creative industries. Tim has been instrumental in working with industry and training providers in establishing an industry based Certificate III traineeship under the new CUA13 training package. Tim is the ACFIPS Chair and is also the Chair of the Arts and Creative Industries SAC.

### **Sasha Boe**

#### 1. Experience

Managing Director, Real Estate Training Solutions

#### 2. Special Responsibilities

Sasha Boe is the Deputy Chair of ACFIPS and Chair of the Property Services SAC. She is primarily interested in the development of strategic policy and business information in the property market. As the Chair of the Property Services SAC, she has the special responsibility in matters involving training and education policies and practices for the property industry sector that include real estate, property operations and development, stock and station agency operations, valuation and strata title management. Sasha also has input into training curricula for specialist property Industry courses and is an active member of Strata Community Australia (NSW) (SCANSW) where she provides specialist VET information and advice to the association as part of the SCANSW education committee.

### **Leni Ison**

#### 1. Experience

Management, business development and training

#### 2. Special Responsibilities

Leni Ison is an Executive of Australian Concert and Entertainment Security Pty Ltd (ACES). ACES is one of the premier security companies in Sydney specialising in comprehensive security services for public facilities and places, and crowd management security services at concerts and licensed venues. ACES prides itself on delivering commitment and excellence to all its clients and caters to a large and diverse client base including government, major national companies and corporations. Leni has been a leader in promotion of training within the security industry and has been heavily involved in the development of resources and input into licensing and regulatory reviews. Leni is the Chair of the Security Industry SAC and has served on the NSW Police Security Licensing Enforcement Directorate, Security Industry Advisory Council.

### **Lesley Mitchell**

#### 1. Experience

Education, management, business services and training

#### 2. Special Responsibilities

Lesley Mitchell is Director of Collaborative Learning and Development, Prior to this role Lesley held a number of senior roles within Australian Institute of Management Education and Training (AIM) including; Head of Corporate Solutions (NSW) Head of Learning Delivery and Operations Manager and Sales Operations Manager. Lesley has had a distinguished career in marketing, sales, business development. She has worked in senior positions in Rural Financial Counselling Services, IAG, Morgan and Banks, and as industry representative on Business Services Industry Curriculum Implementation committee for NSW Education. She was the former Deputy Chair of the Business Services Industry Reference Committee for PWC's Skills for Australia, a federally funded Skills Service Organisation. Lesley is currently a member of the working group reviewing Leadership & Management for the BSB training package review. Lesley is the Chair of ACFIPS Business Services Advisory Committee.

### **Lee Xavier**

#### 1. Experience

Management, government and industry liaison

#### 2. Special Responsibilities

Lee Xavier is the Manager, National Accounts for Australian Apprenticeship Support and has worked for over 18 years in the Australian apprenticeships industry. During this time he has been managing programs for private business as well as Government departments. His current role involves responsibility for discussing and



funding options in over 500 different training packages to meet the needs of Australia's largest national companies. Lee has a key understanding of apprenticeships and traineeships and their importance within workforce development in Australia. Lee is the Chair of the Financial Services SAC.

### **Max Wilson**

#### 1. Experience

Management, Policy, Communications and Training

#### 2. Special Responsibilities

Max is the Executive Director and Company Secretary of ACFIPS. He is primarily interested in the development of strategic policy, business information and development of services. As the Company's Executive Director, he has special responsibility in matters relating to overseeing the development of policy and services, ensuring corporate governance and compliance with funding body requirements, liaison with industry sectors and stakeholders. One of the key roles of his current position is also promoting effective communications with government and industry sectors covered by ACFIPS. Max is currently a member of both the working group reviewing Leadership & Management and the group reviewing Marketing for the BSB training package review.

### **Bob Snedden OAM**

#### 1. Experience

Management, education industry training and liaison

#### 2. Special Responsibilities

Bob Snedden has been an employer, business owner, manager and educator within the printing and graphic arts sector. He was the Executive Officer of the Communications ITAB until its closure and merger with ACFIPS in 2010. His main area of interest is the Print Industry including future trends in technology, digital print, industry training and the role of Registered Training Organisations (RTOs). Bob has been heavily involved in the promotion of training within the digital print sector and has served on the Digital Resources Steering Committee. Bob Snedden was granted a leave of absence from the Board, but has still maintained an active interest in the printing and graphic arts industry sector. Bob Snedden was awarded an Order of Australia medal in 2008 for services to the print industry and conservation.

### **Andrew Bryson**

#### 1. Experience

Management, education, industry training

#### 2. Special Responsibilities

Andrew Bryson is the Executive Director for the Apprenticeship Engagement Forum, a NSW ITAB. Andrew has widespread experience in the construction and mining industries. He also has experience in human resources and the vocational educational training sector. Andrew enjoys the challenges of working with a variety of industries and employers in establishing the right organisational structures to promote an expansion of industry participation in VET reform, and training. He is a strong advocate for Apprenticeships particularly in the Construction Industry. Andrew Bryson is also heavily involved in the development and promotion of the Mathematics in Trades pathway within NSW high schools.

### **Suzette Po Williams**

#### 1. Experience

Management, Customer Service, Electronic Security, training and industry liaison

#### 2. Special Responsibilities

Suzette is Customer Services Manager for Central Monitoring Services a family owned Grade 1 A Alarm Monitoring Centre which provides complete assistance and technical support to installation and service companies. This includes programming advice on all popular alarm systems and advice on solutions for technical problems. As Customer Services Manager, Suzette is well known for her superior industry knowledge with a customer service focus. Suzette also represents Central Monitoring Services at ASIAL (Australian Security Industry Association Limited) where she is the New South Wales Convenor and is also on various committees. Suzette was awarded the Australian Security Medal (ASM) by The Australian Security Medals Foundation in 2013. She was also recognised for her capabilities in Security Management being awarded the Security Industry Award for Excellence for Security Management (also in 2013). Suzette is a current member of the ICT and Security Industry Sector Advisory Committees.

### **Scott Spicer**

Scott resigned from the Board on 28 November 2017



## Meetings of Directors

During the financial year meetings of directors were held. Attendances were:

	Number eligible to attend	Number attended
Timothy Cramsie	5	5
Sasha Boe	5	4
Leni Ison	5	4
Lesley Mitchell	5	4
Max Wilson	5	5
Lee Xavier	5	3
Bob Snedden (leave of absence)	0	0
Andrew Bryson	5	3
Suzette Po Williams	5	5
Scott Spicer (resigned 28 November 2017)	1	1

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up the constitution states that each member is required to contribute a maximum of \$2 each towards meeting any outstanding obligations of the entity. At 30 June 2018 the total amount that members of the company are liable to contribute if the company is wound up is \$18. (2017: \$16)

## Auditor's Independence Declaration

The auditor's independence declaration for the year ended 30 June 2018 has been received and can be found later in this report.

Signed in accordance with a resolution of the Board of Directors  
For and on behalf of the Board



Sasha Boe  
Deputy Chair



Max Wilson  
Director/Company Secretary

Sydney, 16 October 2018



# Auditor's Independence Declaration

Under Section 307C of the Corporations Act 2001  
to the Directors of Arts, Communications, Finance Industries and Property Service Limited

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2018 there has been:

- no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.



Michael Grasso MIPA  
Registered Company Auditor  
36 Lalor Crescent  
Engadine NSW 2233

16 October, 2018



# Statement of Profit or Loss and Other Comprehensive Income

For the year ended 30 June 2018

	Note	2018 (\$)	2017 (\$)
<b>Revenue</b>	3	165,878	239,203
<b>Expenses</b>			
Administration expense		(130,406)	(149,992)
Other expenses		(32,494)	(86,651)
<b>Surplus before income tax expenses</b>		2,978	2,560
Income tax expense	1	-	-
<b>Surplus after income tax expense for the year attributable to the members of ACFIPS — Arts, Communications, Finance Industries and Property Services Ltd</b>	9	2,978	2,560
Other comprehensive income for the year, net of tax		-	-
<b>Total comprehensive income for the year attributable to the members of ACFIPS — Arts, Communications, Finance Industries and Property Services Ltd</b>		<b>2,978</b>	<b>2,560</b>



# Statement of Financial Position

As at 30 June 2018

	Note	2018 (\$)	2017 (\$)Assets
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	4	98,495	129,913
Trade and other receivables	5	1,715	1,819
Other	6	-	720
Total current assets		100,210	132,452
<b>Non-current Assets</b>			
Property, plant and equipment	7	-	-
Total non-current assets		100,210	-
<b>Total assets</b>		100,210	132,452
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	8	53,431	88,651
Total current liabilities		53,431	88,651
<b>Total liabilities</b>		53,431	88,651
<b>Net assets</b>		<b>46,779</b>	<b>\$43,801</b>
<b>Equity</b>			
Retained surpluses	9	46,779	43,801
<b>Total equity</b>		<b>46,779</b>	<b>\$43,801</b>



# Statement of Changes in Equity

For the year ended 30 June 2018

	Retained surpluses (\$)	Total equity (\$)
Balance at 1 July 2016	41,241	41,241
Surplus after income tax expense for the year	2,560	2,560
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	2,560	2,560
Balance at 30 June 2017	43,801	43,801

	Retained surpluses (\$)	Total equity (\$)
Balance at 1 July 2017	43,801	43,801
Surplus after income tax expense for the year	2,978	2,978
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	2,978	2,978
Balance at 30 June 2018	46,779	46,779



# Statement of Cash Flows

For the year ended 30 June 2018

	Note	2018 (\$)	2017 (\$)
<b>Cash flows from operating activities</b>			
Receipts from grants (inclusive of GST)		179,858	275,727
Payments to suppliers (inclusive of GST)		(211,360)	(293,072)
		(31,522)	(17,345)
Interest received		104	79
Net cash (used in) operating activities	14	(31,418)	(17,266)
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		-	-
Net cash used in investing activities		-	-
<b>Cash flows from financing activities</b>			
Net cash from financing activities		-	-
Net increase in cash and cash equivalents		(31,418)	(17,266)
Cash and cash equivalents at the beginning of the financial year		129,913	147,179
<b>Cash and cash equivalents at the end of the financial year</b>	<b>4</b>	<b>\$98,495</b>	<b>\$129,913</b>



# Notes to the Financial Statements

For the year ended 30 June 2018

## Note 1. Significant accounting policies

ACFIPS – Arts, Communications, Finance Industries and Property Services Ltd — is a not-for-profit, unlisted public company limited by guarantee, incorporated and domiciled in Australia. The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### ***New or amended Accounting Standards and Interpretations adopted***

The company has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

### ***Basis of preparation***

In the directors' opinion, the company is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Corporations Act 2001 requirements to prepare and distribute financial statements to the members of ACFIPS – Arts, Communications, Finance Industries and Property Services Ltd. The directors have determined that the accounting policies adopted are appropriate to meet the needs of the members of the company.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

### ***Historical cost convention***

The financial statements have been prepared under the historical cost convention.

### ***Critical accounting estimates***

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

### ***Revenue recognition***

Revenue is recognised when it is probable that the economic benefit will flow to the company and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

### ***Grants***

Grants are recognised at their fair value where there is a reasonable assurance that the grant will be received and all attached conditions will be complied with.

### ***Interest***

Interest revenue is recognised as and when received or earned.



#### *Other revenue*

Other revenue is recognised when it is received or when the right to receive payment is established.

#### ***Income tax***

The company is not liable for income tax on receipt of government grants. Other income earned (eg, interest received and other income sourced from non-members) will be subject to income tax after allowing for relevant deductible expenses.

#### ***Current and non-current classification***

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the company's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the company's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

#### ***Cash and cash equivalents***

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

#### ***Trade and other receivables***

Other receivables are recognised at cost, less any provision for impairment (to reflect uncertainty on recoverability).

#### ***Property, plant and equipment***

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment over their expected useful lives as follows:

Office equipment	3-5 years
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The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the company. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

#### ***Impairment of non-financial assets***

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

#### ***Trade and other payables***

These amounts represent liabilities for goods and services provided to the company prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.



### **Goods and Services Tax (GST) and other similar taxes**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

### **New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the company for the annual reporting period ended 30 June 2018. The company has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

## **Note 2. Critical accounting judgements, estimates and assumptions**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. There are no critical accounting judgements, estimates and assumptions that are likely to affect the current or future financial years.

	<b>2018</b>	<b>2017</b>
	<b>(\$)</b>	<b>(\$)</b>
<b>Note 3. Revenue</b>		
Grants	165,736	239,124
Interest	104	79
Other	38	-
	<u>165,878</u>	<u>239,203</u>
<b>Note 4. Current assets — cash and cash equivalents</b>		
Cash at bank	<u>98,495</u>	<u>129,913</u>
<b>Note 5. Current assets — trade and other receivables</b>		
Other receivables	<u>1,715</u>	<u>1,819</u>
<b>Note 6. Current assets — other</b>		
Prepayments	<u>-</u>	<u>720</u>
<b>Note 7. Non-current assets — property, plant and equipment</b>		
Office furniture & equipment — at cost	5,134	5,134
Less: Accumulated depreciation	<u>(5,134)</u>	<u>(5,134)</u>
	<u>-</u>	<u>-</u>
<b>Note 8. Current liabilities — trade and other payables</b>		
Grants and fees received in advance	43,726	84,651
BAS payable	5,705	-
Other payables	<u>4,000</u>	<u>4,000</u>
	<u>53,431</u>	<u>88,651</u>



	2018	2017
	(\$)	(\$)
<b>Note 9. Equity — retained surpluses</b>		
Retained surpluses at the beginning of the financial year	43,801	41,241
Surplus after income tax expense for the year	2,978	2,560
Retained surpluses at the end of the financial year	46,779	43,801

**Note 10. Remuneration of auditors**

During the financial year the following fees were paid or payable for services provided by the auditor of the company:

*Audit services*

Audit of the financial statements	4,070	4,000
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**Note 11. Contingent liabilities and commitments**

The company had no contingent liabilities or commitments as at 30 June 2018 and 30 June 2017.

**Note 12. Economic dependence**

The company's continued operations depend on receiving grants from the NSW Government to continue to support vocational education and training in NSW on behalf of the arts, communications, finance industries and property services sectors.

**Note 13. Events after the reporting period**

No matter or circumstance has arisen since 30 June 2018 that has significantly affected or may significantly affect the company's operations, the results of those operations or the company's state of affairs in future financial years.

**Note 14. Reconciliation of surplus after income tax to net cash from operating activities**

Surplus after income tax expense for the year	2,978	2,560
Adjustments for:		
Long service leave provision	-	1,002
Change in operating assets and liabilities:		
Decrease/(increase) in trade and other receivables	104	(1,615)
Decrease/(increase) in prepayments	720	3,480
Increase/(decrease) in trade and other payables	5,705	(22,235)
Increase/(decrease) in grants and fees in advance	(40,925)	10,768
Increase/(decrease) in provisions	-	(11,226)
Net cash (used in) operating activities	(31,418)	(17,266)

**Note 15. Registered office and principal place of business**

As at the date of this report, the company's registered office and principal place of business is located at 132C Irrubel Road, Newport NSW 2106.



# Directors' Declaration

In the directors' opinion:

- the company is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Corporations Act 2001 requirements to prepare and distribute financial statements to the members of the company;
- the attached financial statements and notes comply with the Corporations Act 2001, the Accounting Standards as described in note 1 to the financial statements, the Corporations Regulations 2001 and other mandatory professional reporting requirements;
- the attached financial statements and notes give a true and fair view of the company's financial position as at 30 June 2018 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of directors made pursuant to section 295(5)(a) of the Corporations Act 2001.

On behalf of the directors:



Sasha Boe  
Deputy Chair



Max Wilson  
Director/Company Secretary

Sydney, 16 October 2018



# Independent Audit Report

to the members of ACFIPS: Arts, Communications, Finance Industries and Property Services Limited

## Report on the Audit of the Financial Report

### Opinion

I have audited the financial report of ACFIPS – Arts, Communications, Finance Industries and Property Services Ltd (ABN 55 074 207 784) ('the company'), which comprises the statement of financial position as at 30 June 2018 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, and the Directors' Declaration.

In my opinion, the financial report of the company has been prepared in accordance with the Corporations Act 2001, including:

- a) giving a true and fair view of the company's financial position as at 30 June 2018 and of its financial performance for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and the Corporations Regulations 2001.

### Basis for opinion

I have conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the company 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 my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I confirm that an independence declaration as required by the Corporations Act 2001, which has been given to the directors of the company, would be in the same terms if given to the directors as at the time of this auditor's report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Emphasis of Matter — Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the company's financial reporting responsibilities under the Corporations Act 2001. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

### Directors' Responsibility for the Financial Report

The Directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Corporations Act 2001 and the needs of the members. The Directors' responsibility also includes such internal controls as the Directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

The Directors are responsible for overseeing the company's financial reporting process.



## Auditor's Responsibilities for the Audit of the Financial Report

My objective is 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 my opinion. Reasonable assurance is a high level of assurance, but it 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 Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 the basis for my 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors 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 company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the company to cease as a going concern.
- 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.

I communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Michael Grasso MIPA  
Registered Company Auditor  
36 Lalor Crescent  
Engadine NSW 2233.

16 October 2018



# Auditor's Supplementary Report

In connection with my audit of ACFIPS — Arts, Communications, Finance Industries and Property Services Ltd for the year ended 30 June 2018, I have also examined the additional financial data presented on the following page, being the detailed profit and loss statement for the year of the company. In my opinion, such information is fairly presented in all material respects in relation to the financial report taken as a whole, although it is not necessary for this information to be presented with the financial report for it to show a true and fair view of the state of affairs or results of the operations of the company.



Michael Grasso MIPA  
Registered Company Auditor  
36 Lalor Crescent  
Engadine NSW 2233

16 October, 2018



# Detailed Profit and Loss Statement

For the year ended 30 June 2018

	2018 (\$)	2017 (\$)
<b>Revenues</b>		
NSW Government grants	165,736	238,724
Other grants	-	400
Sundry income	38	-
Interest received	104	79
	<hr/> 165,878	<hr/> 239,203
<b>Expenses</b>		
Auditors' remuneration	4,070	4,000
Bank charges	496	778
Conferences	1,120	575
Consultancy & management fees	92,635	98,325
Insurance	3,855	3,733
Long service leave provision	-	1,002
Meeting expenses	5,623	3,164
Office and computer expenses	4,356	3,286
Postage, printing & stationery	360	935
Project costs	29,000	77,676
Rent	6,000	-
Salary and wages	-	26,918
Superannuation	-	2,736
Telephone	1,100	1,599
Travel and accommodation	5,330	3,516
Website development & maintenance	8,955	8,400
	<hr/> 162,900	<hr/> 236,643
<b>Net surplus from operations before income tax</b>	<hr/> <b>\$2,978</b>	<hr/> <b>\$2,560</b>

