



Institute of Public Works
Engineering Australia
Victoria Division



DIRECTORS' STATUTORY REPORT
2009/2010

DIRECTORS' STATUTORY REPORT 2009/2010

2009 International Public
Works Conference Melbourne



CONTENTS

Directors' Report	03
Income Statement	06
Balance Sheet	08
Cash Flow Statement	09
Notes to the Financial Statements	10
Status of Significant Accounting Policies	11
Directors Declaration	12
Statement of Changes in Equity	13
Comparative Profit & Loss	14
Compilation Report	16
Independent Audit Report	17
Auditors Independent Declaration	19

DIRECTORS' REPORT

DIRECTORS

The names of the directors and company office bearers in office at any time during or since the end of the 2009/2010 financial year are:

NAME	OFFICE BEARER	SUB-COMMITTEE
MAURO COVACCI		Events MWOA/IPWEA Annual Conference planning Civil Works Expo planning
CLAUDE CULLINO		Chair International Public Works Conference
BRUCE DOUGLAS	President until October 09	Project Manager of PW Training
ANNE GIBBS	Company Secretary CEO	Finance Regional Group Events
GEOFF GLYNN	Vice President	Events – Chair Chair MAV/IPWEA conference West Regional Group Convenor Governance
ROSS GOYNE	Treasurer	Finance – Chair Central Highlands Regional Coordinator Governance
THOMAS KUEN		Communication – Chair Asset Management Technical Reference Group Co-ordinator Events
MICHAEL MCGLADE		Training
VICKI SHELTON		Geelong Regional Group Coordinator Young Persons and Womens Strategic Planning
DAVID SUTCLIFFE		Training
DAVID POWELL		Membership
MARK VARMALIS	President Vice-President until October 09	Membership - Chair Governance

MEETINGS OF DIRECTORS

During the 2009/2010 financial year, 6 meetings of directors were held. Attendance by each director during the year is shown as follows

BOARD MEMBER	TOTAL ATTENDANCE (JULY 09 – JUNE10)		
	TO DATE	NO. MEETINGS ELIGIBLE TO ATTEND ATTENDANCE (JULY 09 – JUNE10)	ATTENDANCE RATE (%)
MARK VARMAIS	6	6	100
BRUCE DOUGLAS	3	6	50
ROSS GOYNE	6	6	100
CLAUDE CULLINO	5	6	83
DAVID POWELL	5	6	83
GEOFF GLYNN	6	6	100
MAURO COVACCI	5	6	83
THOMAS KUEN	5	6	83
VICKI SHELTON	5	6	83
DAVID SUTCLIFF	4	6	67
MICHAEL MCGLADE	5	6	83
ANNE GIBBS	6	6	100

PRINCIPAL ACTIVITIES

The principal activities of the company during 2009/2010 financial year were to provide member services. There were no significant changes in the nature of the company's principal activities during the 2009/2010 financial year.



MURRAY GOULBURN REGIONAL GROUP
Technical Site Tour of the Chinatown Precinct in Bendigo
on 2 June 2010

INCOME STATEMENT

Prepared by Jo-Anne Prendergast • Registered Tax Agent

2 Chaudenay Mews
Ocean Grove, Vic. 3226

Name: Institute of Public Works Engineering (VIC Division) Limited
Occupation: Not for Profit Organisation
ABN Number: 95 088 509 399

COMPARATIVE PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2010

			2010
MEMBERSHIP FEES			
Fellow Member	\$	19,899.85	
Member Under 30		2,017.06	
Membership		67,506.77	
Retired Membership		1,330.00	90,753.68
SPONSORSHIP			
Silver Sponsorship		-	5,000.00
EVENTS & ENTERTAINMENT			
General Branch Meeting		2,331.84	
Annual Dinner		254.52	
Annual General Meeting		799.94	
Seminar / Field Day		1,818.18	
Workshops		181.82	5,386.30
CONFERENCES			
Conference Share - 50% MWOA & IPWEA 2007		-	
Conference Share - 50% MWOA & IPWEA 2008		-	
Conference Share - MAV /IPWEA 2008		-	
Conference Share - MAV /IPWEA 2009		48,984.36	
CCF July 08 Refund		909.09	
2009 International Conference		259,393.97	
Procurement Conference		10,681.84	
Sundry		-	319,969.26
SPECIAL PROJECTS			
NAMS Plus Rebate		-	
Water Atlas Project		-	
PW Training		-	-
FINANCIAL MANAGEMENT			
Sundry		-	-
OTHER INCOME			
Interest Received			4,874.09
GROSS PROFIT:			425,983.33

		2010
MANAGEMENT BOARD		
Accounting & Audit	\$	1,544.55
Annual Report		20.91
Bank Charges		746.12
Board Training & Facilitation		500.00
Equipment		81.82
Hospitality		3007.73
Insurance		1,430.75
Legal		-
Motor Vehicle - Parking & Tolls		166.96
Other Employee Expenses		-
Staff Amenities		288.36
Telephone		43.64
Travel & Accommodation		499.84
Wages & Salaries		95,597.44
		103,926.12
ADMINISTRATION		
Contract Administration		11,520.00
Contract Financial Management		4,800.00
Office Expenses		74.67
Membership & Capitation Fees		22,156.36
Postage & Shipping		1,808.08
Stationary		5,035.81
Sundry		-
		45,394.92
PROMOTIONAL MATERIAL		
Promotional Kits		18.18
Stationary		-
General		-
		18.18
PRESENTATIONS		
Gifts		21.26
Plaques		-
Awards		1,005.58
		1,026.84
EVENTS/ENTERTAINMENT		
Annual Golf Day		-
General Branch Meetings		785.65
Seminar Field Days		253.64
Sundry		-
		1,039.29
SPECIAL PROJECTS		
Water Atlas Project		-
PW Training		-
NAMS Program		-
Policy		1,500.00
		1,500.00
CONFERENCES		
Conference Consulting Expenses		-
Other Conference Expenses		-
2009 International Conference		126,969.72
		126,969.72
TOTAL EXPENSES:		279,875.07
NET PROFIT / LOSS:		146,108.26

BALANCE SHEET

Name: Institute of Public Works Engineering (VIC Division) Limited

Occupation: Not for Profit Organisation

ABN Number: 95 088 509 399

BALANCE SHEET FOR THE YEAR ENDED 30TH JUNE 2010

			2010
EQUITY			
Issued Capital	\$		12
Retained Earnings			190,131
Prior Year Adjustments			(10,535)
Current Year Earnings			141,108
			325,716
This is represented by:			
CURRENT ASSETS			
Cash on Hand		12	
Cash at Bank - Cheque Account		74,134	
Cash at Bank - Online Saver		158,729	
Term Deposit		50,000	
Trade Debtors		51,442	
Suspense		(100)	
Petty Cash		-	334,217
NON-CURRENT ASSETS			
Property, Plant & Equipment			-
			334,217
CURRENT LIABILITIES			
GST Control			8,501
			325,716
NON-CURRENT LIABILITIES			
Loan			-
NET ASSETS			325,716

PLEASE NOTE: Prior Year Adjustments are due adjustments on invoices.

PLEASE NOTE: Suspense amount is an amount paid in error into the bank account that will be refunded.

CASH FLOW STATEMENT

Name: Institute of Public Works Engineering (VIC Division) Limited
 Occupation: Not for Profit Organisation
 ABN Number: 95 088 509 399

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2010

		2010
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from Customers	\$	424,442
Payments to Suppliers & Employees		(276,849)
Interest Received		4,874
Net Cash provided by (used in) operating activities (Note 2)		152,468
CASH FLOW FROM EXTRAORDINARY ITEMS		
Prior Year Adjustments		(10,535)
Net Cash provided by (used in) extraordinary item (Note 3)		(10,535)
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of Borrowings		(10,000)
Net Cash provided by (used in) financing activities		(10,000)
Net Increase / (decrease) in cash held		131,932
Cash at the beginning of the year		150,843
CASH AT THE END OF THE YEAR		282,775

NOTES TO FINANCIAL STATEMENTS

Name: Institute of Public Works Engineering (VIC Division) Limited

Occupation: Not for Profit Organisation

ABN Number: 95 088 509 399

NOTE 1: RECONCILIATION OF CASH

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at Bank - Cheque Account	\$	74,133.90
Cash at Bank - Online Saver Account		158,729.52
Term Deposit		50,000.00
Petty Cash		(0.02)
Suspense (Deposit made in error to be refunded)		(100.00)
Cash on Hand		12.00
		282,775.40

NOTE 2: RECONCILIATION OF NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES TO NET PROFIT

Operating Profit (loss) after tax	\$	146,108.26
Changes in Assets and Liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in trade & term debtors		3,333.03
Increase (decrease) in sundry provisions		3,026.32
NET CASH PROVIDED BY OPERATING ACTIVITIES		152,467.61

NOTE 3: RECONCILIATION OF NET CASH PROVIDED BY (USED IN) EXTRAORDINARY ITEM TO EXTRAORDINARY ITEM AFTER INCOME TAX

Profit (loss) on extraordinary items		(10,535.18)
Increase (decrease) in income tax payable		-
NET CASH PROVIDED BY (USED IN) EXTRAORDINARY ITEM:		(10,535.18)

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Name: Institute of Public Works Engineering (VIC Division) Limited
Occupation: Not for Profit Organisation
ABN Number: 95 088 509 399

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report has been prepared for use by the director and members of the company and is a special purpose financial report. The director has determined that the company is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards;

AASB 110 Events after the Balance Sheet Date
AASB 112 Income Taxes
AASB 1031 Materiality

No other applicable Accounting Standards or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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

DIRECTORS' DECLARATION

The director has determined that the company is not a reporting entity. The director has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The director of the company hereby declares that:

The accompanying financial statements and notes of the company as at 30th June 2010;

- a) present fairly the company's financial position as at 30th June 2010 and its performance for the year ended on that date in accordance with the accounting policies as described in Note 1 of the financial statements.
- b) comply with Australian Accounting Standards as detailed in Note 1 of the financial statements and the Corporations Act 2001 and the Corporations Regulations 2001.
- c) there is reasonable grounds to believe that the company will be able to meet its debts as and when they become payable.

This declaration is made in accordance with a resolution by the Director:



Mr. Mark Varmalis

President

Dated this 13th day of August 2010.

STATEMENT OF CHANGES IN EQUITY

Name: Institute of Public Works Engineering (VIC Division) Limited
Occupation: Not for Profit Organisation
ABN Number: 95 088 509 399

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30TH JUNE 2010			
EQUITY		2009	2010
Opening Balance	\$	141,697	190,143
Add: Net Profit for the year		48,446	146,108
Less: Prior Year Adjustments		-	(10,535)
BALANCE OF EQUITY AS AT 30TH JUNE 2009		190,143	325,716

* NOTE: Prior Year Adjustments are due adjustments on invoices.

COMPARATIVE PROFIT & LOSS

Prepared by Jo-Anne Prendergast • Registered Tax Agent

2 Chaudenay Mews
Ocean Grove, Vic. 3226

Name: Institute of Public Works Engineering (VIC Division) Limited
Occupation: Not for Profit Organisation
ABN Number: 95 088 509 399

COMPARATIVE PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2010

		2009		2010
MEMBERSHIP FEES				
Fellow Member	\$	21,760.00	\$	19,899.85
Member Under 30		3,720.69		2,017.06
Membership		64,832.14		67,506.77
Retired Membership		1,202.76	91,515.59	1,330.00
				90,753.68
SPONSORSHIP				
Silver Sponsorship		-	5,000.00	-
				5,000.00
EVENTS & ENTERTAINMENT				
General Branch Meeting		3,772.74		2,331.84
Annual Dinner		2,145.44		254.52
Annual General Meeting		977.22		799.94
Seminar / Field Day		5,181.81		1,818.18
Workshops		-	12,077.21	181.82
				5,386.30
CONFERENCES				
Conference Share - 50% MWOA & IPWEA 2007		8,064.00		-
Conference Share - 50% MWOA & IPWEA 2008		57,697.00		-
Conference Share - MAV /IPWEA 2008		86,775.89		-
Conference Share - MAV /IPWEA 2009		-		48,984.36
CCF July 08 Refund		363.64		909.09
2009 International Conference		-		259,393.97
Procurement Conference		-		10,681.84
Sundry		588.64	153,489.17	-
				319,969.26
SPECIAL PROJECTS				
NAMS Plus Rebate		3,409.09		-
Water Atlas Project		-		-
PW Training		-	3,409.09	-
				-
FINANCIAL MANAGEMENT				
Sundry		-	-	-
OTHER INCOME				
Interest Received			316.43	4,874.09
GROSS PROFIT:			265,807.49	425,983.33

		2009		2010
MANAGEMENT BOARD				
Accounting & Audit	\$ 1,600.00		\$ 1,544.55	
Annual Report	-		20.91	
Bank Charges	746.33		746.12	
Board Training & Facilitation	-		500.00	
Equipment	-		81.82	
Hospitality	817.09		3007.73	
Insurance	1,147.86		1,430.75	
Legal	-		-	
Motor Vehicle - Parking & Tolls	-		166.96	
Other Employee Expenses	8,303.77		-	
Staff Amenities	-		288.36	
Telephone	-		43.64	
Travel & Accommodation	-		499.84	
Wages & Salaries	84,907.15	97,522.20	95,597.44	103,926.12
ADMINISTRATION				
Contract Administration	11,520.00		11,520.00	
Contract Financial Management	4,800.00		4,800.00	
Office Expenses	-		74.67	
Membership & Capitation Fees	36,790.00		22,156.36	
Postage & Shipping	1,505.82		1,808.08	
Stationary	5,071.35		5,035.81	
Sundry	9.09	59,696.26	-	45,394.92
PROMOTIONAL MATERIAL				
Promotional Kits	2,249.00		18.18	
Stationary	97.27		-	
General	386.87	2,733.14	-	18.18
PRESENTATIONS				
Gifts	-		21.26	
Plaques	400.00		-	
Awards	31.55	431.55	1,005.58	1,026.84
EVENTS/ENTERTAINMENT				
Annual Golf Day	-		-	
General Branch Meetings	7,348.64		785.65	
Seminar Field Days	225.00		253.64	
Sundry	-	7,573.64	-	1,039.29
SPECIAL PROJECTS				
Water Atlas Project	24,450.00		-	
PW Training	11,400.00		-	
NAMS Program	2,500.00		-	
Policy	-	38,350.00	1,500.00	1,500.00
CONFERENCES				
Conference Consulting Expenses	1,950.00		-	
Other Conference Expenses	13.32		-	
2009 International Conference	9,090.91	11,054.23	126,969.72	126,969.72
TOTAL EXPENSES:		217,361.02		279,875.07
NET PROFIT / LOSS:		48,446.47		146,108.26

COMPILATION REPORT

Institute of Public Works Engineering
(Vic Division) Limited
ACN 088 509 399

We have compiled the accompanying special purpose financial statements of Institute of Public Works Engineering (Vic Division) Ltd, which comprise the Statement of Financial Performance and Statement of Financial Position, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

THE RESPONSIBILITY OF THE DIRECTORS OF INSTITUTE OF PUBLIC WORKS ENGINEERING (VIC DIVISION) LTD

The directors of Institute of Public Works Engineering (Vic Division) Ltd, are solely responsible for the information contained in the special purpose financial statements and have determined that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet their needs and for the purpose that the financial statements were prepared.

OUR RESPONSIBILITY

On the basis of the information provided by the directors of Institute of Public Works Engineering (Vic Division) Ltd, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Directors provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were compiled exclusively for the benefit of the directors of Institute of Public Works Engineering (Vic Division) Ltd. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Jo-Anne Prendergast

2 Chaudenay Mews
Ocean Grove, Vic. 3226

19 July, 2010

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

INDEPENDENT AUDIT REPORT

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA (VICTORIA DIVISION) LTD.

Report on the Financial Report

I have audited the attached financial report, being a special purpose financial report of Institute of Public Works Engineering Australia (Victoria Division) Ltd comprising the profit and loss account, balance sheet and notes to the financial statements and directors declaration for the period ended 30 June 2010

Director's Responsibility for the Financial Report

The company's directors are responsible for the preparation and presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the company's constitution and are appropriate to meet needs of the members. The directors' responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1. are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with the relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members fulfilling the director's financial reporting requirement under the company's constitution. I disclaim any assumption of responsibility for 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.

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

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements.

(continued) »

(continued from page 17) »

Audit Opinion

In my opinion the financial report presents fairly, in all material respects, the financial position of the Institute of Public Works Engineering Australia (Victoria Division) Ltd as at 30th June 2009 and the results of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.



Tim P. Meehan CA
Prospect Accountants

10th August 2010



Office 4, 321 Balwyn Road, North Balwyn 3104
Telephone: 03 9857 3300 Fax: 03 9816 3720 Email: tim@prospectaccountants.com.au
PO Box 354 North Balwyn 3104

AUDITOR'S INDEPENDENT DECLARATION

INSTITUTE OF PUBLIC WORKS ENGINEERING (VIC DIVISION) LTD
A.C.N. 088 509 399

AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION 307C OF THE CORPORATIONS ACT 2001

I declare that to the best of my knowledge and belief, during the year ended 30 June 2010 that there have been:

(i) no contraventions of the auditor's independence requirements as set out in the Corporations Act 2001 in relation to the audit; and

(ii) no contraventions or any applicable code of professional conduct in relation to the audit.



Prospect Accountants
Tim P. Meehan CA

Date: 9th August 2010

Office 4, 321 Balwyn Road,
Balwyn North, Victoria 3104

IMMEDIATE FUTURE

Building on the success of the 2009/2010 year IPWEA Vic is now in a position to increase its resources to bring the organisation to its next level. The coming year is tingling with excitement at the prospect of delivering the first IPWEA Vic State Conference in May 2011. The next Board will oversee the delivery of improved operations and enhancement of member services in accordance with our business plan. Offering the best training solutions to give the public works practitioner the tools required for delivering for future generations and access to continuing professional development and networking opportunities is a top priority. IPWEA(Vic) will continue to foster its strategic alliances and advocate on issues relevant to the public works practitioner such as climate change, asset management and procurement to name a few.



Kilmany Transfer Station • Wellington Shire Council
The winner on the IPWEA Vic Excellence Awards Capital Project 2010



**educates
connects
represents
leads**

IPWEA • Victoria Division Ltd

PO Box 1254 • Geelong Vic 3220

P: (03) 9005 0860 • F: (03) 9568 8276

vic@ipwea.org.au