

## PRESIDENT'S ANNUAL REPORT

For the annual General Meeting to be held on 3rd November 2018

Fellow QJA members,

The formal Directors' Report and Financial Statements, contained within the *Spring 2018* (September) edition of the *QJA Journal* (and published on the QJA website), summarise the achievements of the last financial year and address those matters we are required to disclose as a company governed by the *Corporations Act 2001*. This report contains some additional information about the operation of the business in 2017-18.

### Corporate Strategy

QJA is a membership association for Queensland Justices of the Peace (JPs) and Commissioners for Declarations (Cdecs). Of approximately 85,000 registered JPs and Cdecs in Queensland, about 6,300 (7.4%) are current QJA members.

The essential and exclusive value of QJA membership, which separates you, as a QJA member, from other Queensland JP and Cdec practitioners, is:

***As a member of QJA you are connected to and supported by, a network of people like you, dedicated to providing best practice service to the community as Justices of the Peace or Commissioners for Declarations.***

This is the QJA promise. To successfully deliver this promise to our members, QJA pursues five strategic business programs:

- **Membership** – optimise member recruitment, retention, services and satisfaction
- **Marketing and Communication** – create and improve brand awareness penetration
- **Community Engagement** – facilitate QJA integration with communities throughout the State
- **Training and Professional Development** – enable QJA members to be best-practice JP practitioners
- **Branch Leadership and Development** – enhance the success of Branches and their leaders

Each program has a working group of directors with an assigned leader who regularly reports to the Board on initiatives and progress achieved. Twice a year (March and November), the company's Board and executive undertake intensive strategic planning workshops to review the progress of the business in delivering on its promise and to consider new and innovative strategies to improve business operations going forward.

### Financial management

The annual budget process is a core function of the Board and we have a responsibility to ensure that we deliver a financial result which makes us sustainable in the long term and enables us to improve and expand our services to you, our Members, to the community, and to our Students. We must achieve this outcome by delivering financial results that acknowledge the challenges, provide for the needs and expectations of our Membership and plan for the future.

Our budget for the 2017-2018 financial year forecast a moderate surplus at year-end and your Board is very pleased to report that as a result of careful financial management through cost containment, delivering savings, and increasing sales, a surplus has been achieved which has exceeded our original budget estimates.

The Board wishes to disclose to members that the budget forecast for the 2018-19 financial year is a moderate deficit. While we anticipate revenue to be similar to the year just finished, we believe there will be some extraordinary and unique current-year expense items (explained below) which are unlikely to be repeated in subsequent years.

The 2018 Centennial Conference & Dinner - to be held in early November – represent a once-in-a-lifetime celebration of one hundred years of QJA's existence. The intended quality of these centenary events has been set to a standard befitting this auspicious occasion. To allow as many as possible QJA members to attend, the Board made the strategic decision to establish modest attendance fees and to use a fraction of the company's retained funds to meet the shortfall in cost not recovered via attendance fees.

We did ask the Queensland Government, the Brisbane City Council and a multitude of Queensland businesses to partner with us in delivering this very special celebratory event but, aside from a handful of community-minded

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organisations whose involvement has been gratefully acknowledged in the event publications, our requests were denied.

Fortunately, as a result of prudent financial management over the last decade, QJA has accumulated a healthy financial reserve and the Board has determined that a portion of this should be used to subsidise the attendance at the Centennial events of QJA members whose past membership, merchandise, event and training fees have contributed to the building of these reserves. While the negative impact on the reserves will be minimal, the positive impact on the affordability for QJA members to participate in these significant events is considerable.

### Corporate Governance

To complement the monthly meetings of the QJA Board of directors, several governance sub-committees have been established to give more detailed consideration and attention to crucial corporate governance aspects of the business. Each of these committees is chaired by a different director, assigned with the responsibility for facilitating the committee business:

- **Board Governance**
- **Business Risk Management**
- **Finance and Audit**
- **RTO Compliance**

These committees meet at least quarterly and regularly report progress to the monthly Board meetings.

### Project groups

Other working groups of directors have also been put in place to oversight various single-purpose or ongoing business projects. These project groups also meet at least quarterly and some meet monthly. The committees meet at least quarterly and regularly report progress to the monthly Board meetings:

- Centennial Year Conference planning
- Centennial Year Events
- Information Technology
- QJA Journal
- HR / OHS

### Succession Planning

The functions of the Board's various business program work-groups, compliance committees and project work-groups allow all directors to have some detailed involvement across a broad cross-section of the company's operations and to acquire experience in the responsibilities of group chairmanship. This is a crucial component of succession planning for the Board.

### Training business

In addition to being a membership association business, QJA is also a Registered Training Organisation (RTO). As such, QJA is authorised to offer pre-appointment training courses for JPs and Cdecs throughout Queensland and is the largest provider of these courses. Details of the courses conducted in 2017-18 are contained in the Directors' Report.

Surplus funds generated by the training business are added to overall financial reserves for the company. For the first time in 2018-19, the revenue generated by pre-appointment training courses exceeded membership fee revenue for QJA.

Because the training business is now such a significant component of the whole company's operations, there is now a separate Board sub-committee (RTO Compliance Committee) dedicated to ensuring its probity and sustainability. In the early part of 2019, QJA's current licence as an RTO will expire and we will need to apply to the training industry regulator (ASQA) for re-registration. The primary focus of the RTO Compliance Committee is to ensure a smooth and successful re-registration process.

The success of QJA's training business is due in no small part to the high quality and committed involvement of our

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contracted trainers and assessors. QJA trainers and assessors are not only QJA members, they are experienced and well-informed JP practitioners. Students within the QJA training program are privileged to be tutored and advised by best-practice proven specialists in this calling.

QJA's trainers and assessors have also been involved in developing the unique training resources used within the company's pre-appointment training program. The extent and quality of these resources is another point of differentiation that sets the QJA training course apart from its competitors. Annually, the QJA trainers and assessors are gathered together for a day dedicated to maintaining the currency and quality of the trainers' competence / qualifications and the course resource materials.

### Professional Development

To complement QJA's pre-appointment training program resources, the organisation has developed and maintained an extensive range of Branch and Members resources designed specifically to facilitate the continuous professional development of members. These resources were further enhanced in 2017-18.

For members, the now-available professional development resources (contained within a secure Member-only portal within the QJA website) include:

- Quizzes
- Professional development courses (known as the "Essentials" suite)
- Professional development role-play videos

For Branches, the resources (contained within a secure Branch-only portal within the QJA website) include:

- Frequently asked questions
- Forms and Guides
- PowerPoint presentations
- Activity samples and quizzes
- Workshop templates
- Videos
- Discussion forum

### Member communication

During 2017-18, the quarterly *QJA Journal* continued as the dominant vehicle for member communications. More than 75% of QJA members now receive their journal in an electronic format which allows recipients to access (via hyperlinks) enhanced features like video files and external webpage documents. Periodic electronic newsletters and email campaigns to members were also used to supplement the journal content.

### Annual Conferences

Since the turn of the century, the package of services QJA has offered to its members has included an annual professional development conference at different centres throughout the State. The 2017 State Conference was held in Toowoomba in November and it proved to be very successful, attracting more than 130 attendees.

With 2018 representing QJA's centennial year, detailed planning for the 2018 Centennial Conference in Brisbane in November has been in place for several years and this intensified during the 2017-18 financial year. At 30 June 2018, the conference program content and speaker details had virtually been finalised.

### Branch Network

Arguably the company's most valuable business asset, the network of 30 Branches and 10 Contact Groups (at centres dotted throughout the length and breadth of the State) provide almost every QJA member, no matter where they reside, with access to a team of knowledgeable local practitioners – each an integral part of the QJA family – to guide, sustain and strengthen the network of honorary justices in regional communities.

Because of other competing priorities, the program of regional Branch Leadership Forums – inaugurated in the 2016-17 financial year, were put on hold in 2017-18. However, the Board remains convinced about the intrinsic

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value of this program which it has committed to recommence in 2018-19.

During 2017-18, the focus for many QJA Branches was the holding of functions within their communities to present the specially minted Centennial badge to local QJA members.

### Awards

To recognise and reward significant achievements, QJA has established a range of awards as detailed hereunder:

- Honorary Life Membership (to recognise exemplary service to the company)
- QJA Member of the Year
- QJA Branch of the Year
- QJA Community Engagement initiative of the Year
- QJA membership milestone awards (to recognise the attainment of significant membership periods)

Award recipients for 2017-18 in each of the first four categories will be announced and presented at the Gala Dinner following the Centennial Year Conference on 3 November 2018. Membership milestone awards are distributed periodically throughout the year.

### External Relationships

To effectively operate both the membership association and the training components of the business, it is crucial for QJA to have positive and constructive working relationships with relevant external agencies. In 2017-18, constructive interactions were conducted with the following agencies / individuals:

- The Chief Justice of Queensland (also QJA patron)
- The State Attorney-General and Shadow Attorney-General
- The Registrar and Manager of the Justice of the Peace Branch, Department of Justice
- The Australasian Council of Justices' Associations (QJA director Keith Revell is the ACJA Vice-president)

### State Office

The company's head office remains located at 751 Stanley Street, Woolloongabba. All the office work for the business (both the member association and training organisation parts) is undertaken by the four full-time employees led by Business Manager and Registrar, Wendy La Macchia. Work continues to improve the office systems and procedures (so as to enhance the services provided to members, Branches and students). Other than this ongoing development, there were no significant changes in 2017-18.

### Summary

By most measures, 2017-18 was a good year for QJA. The financial surplus for this period exceeded budget projections and financial reserves are now at an all-time record high (approaching \$400,000). We estimate that a further \$92,000 is held within the retained funds of the 30 QJA Branches across the State.

Consistent with the experience of the last decade, membership numbers remain in the 6,000 to 6,500 range. The objective of QJA continues to be to support and facilitate the aspirations of these members to be the most accomplished Justice of the Peace or Commissioner for Declarations they can be. During the year, the organisation's products and services continued to be enhanced in line with this goal.

For what has been achieved in 2017-18, thanks and credit goes to the hardworking State Office staff and the QJA directors (who have given so generously of their time and energy, without remuneration, for the privilege of being involved in the governance of this historic association).



**John Carpendale**  
**President and Chairman of the Board**  
**Queensland Justices Association**

## DIRECTORS' REPORT

for the Year Ended 30 June 2018

Your directors present this report together with the financial statements of the company for the financial year ended 30 June 2018.

### Directors

The names of the directors in office at any time during or since the end of the year are:

Keith Revell JP(Qual)	President and Chairman of the Board Board Member	Until 4 <sup>th</sup> November 2017 From 4 <sup>th</sup> November 2017
John Carpendale JP(Qual)	Board Member President and Chairman of the Board	Until 4 <sup>th</sup> November 2017 From 4 <sup>th</sup> November 2017
Marian Vierveyzer JP(Qual)	Vice President	
Raymond Young OAM JP(Qual)	Vice President	Until 4 <sup>th</sup> November 2017
David Read JP(Qual)	Board Member	Until 4 <sup>th</sup> November 2017
Bruce Birtwell JP(Qual)	Board Member	Until 4 <sup>th</sup> November 2017
Mike Tidbold JP(Qual)	Board Member	Until 4 <sup>th</sup> November 2017
Carmelo Pasquale JP(Qual)	Board Member	
Garth Stephens JP(Qual)	Board Member	
Graeme Moorhouse JP(Qual)	Board Member	
Bronwyn McEntee JP(Qual)	Board Member	From 4 <sup>th</sup> November 2017
Chris Lancaster JP(Qual)	Board Member	From 4 <sup>th</sup> November 2017
Glenyce Hull JP(Qual)	Board Member	From 4 <sup>th</sup> November 2017
Joan Kennedy JP(Qual)	Board Member	From 4 <sup>th</sup> November 2017

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

### Company Secretary

The following person held the position of company secretary at the end of the financial year:

#### **Wendy La Macchia**

Wendy La Macchia has worked for Queensland Justices Association performing the functions of Registrar and Company Secretary since 28<sup>th</sup> July 2014.

### Principal Activities

Queensland Justices Association (QJA) is the peak industry body that represents Justices of the Peace and Commissioners for Declarations throughout Queensland, Australia. It is the largest organisation supporting Honorary Justices in Australia, a major representative body in its field and a Queensland representative on the Australasian Council of Justices' Associations.

Principal activities include providing Members with a resource-rich member-only website, regular electronic newsletters, priority bulletins, a quarterly QJA Journal and professional development workshops to enhance the skills and professionalism of our members. In addition, as a Registered Training Organisation (RTO), QJA is licenced to deliver the accredited course required for appointment as a Justice of the Peace (Qualified) or Commissioner for Declarations.

With a membership base of over 6,000, QJA also provides training, information and resources to its members through a network of 30 Branches and 10 Contact Groups.

### Operating Results

The surplus of the company for the financial year amounted to \$38,217.

This year's surplus will be used to strengthen working capital and position the company for future stability and growth.

DIRECTORS' REPORT

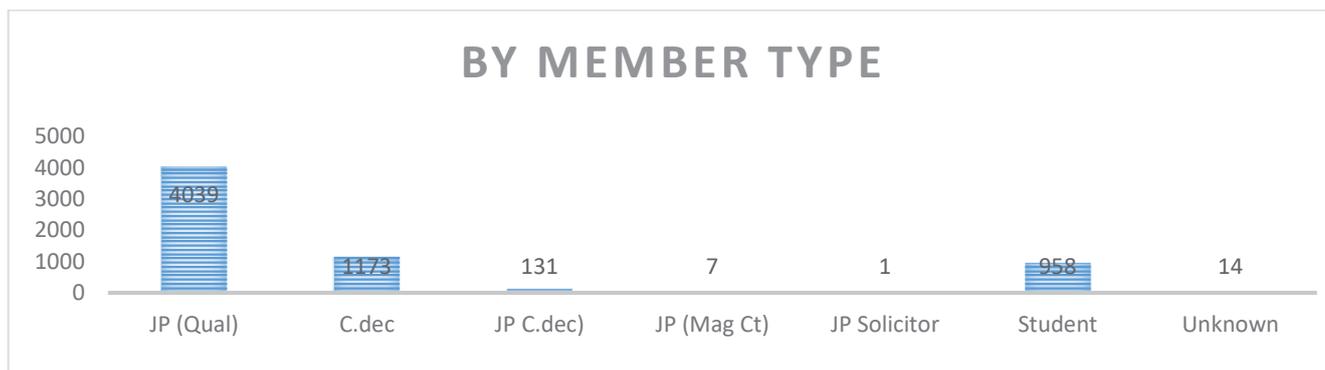
**Review of Operations**

In the opinion of directors, the company's operations during the year performed as expected. A review of the company's operations during the financial year, and the results of those operations, is as follows:

**Membership**

QJA oversees the operation of a network of 30 branches and 10 contact groups as at 30 June 2018. These branches and contact groups provide ongoing support for JPs to manage their needs on a local basis.

Total membership numbers as at 30 June 2018 were 6,323, the composition being:



At 30 June 2017, the total membership number was 6,433.

QJA supports the “JPs in the Community” program managed by the Department of Justice and Attorney-General, JP Branch. QJA Branches have been involved in establishing and coordinating a number of signing facilities in local shopping centres, libraries, community organisations, and courthouses throughout the State. The public signing facility at QJA State Office continues to be well attended with a regular 5 day volunteer roster in place.

The provision of QJA-branded Merchandise continues to be an integral part of the business as new Members and Students acquire the essential tools of trade and new products are added to the range. On-site sale of merchandise at regional workshops and Branch meetings is well received.

**Professional Development**

During the year, regular updates and improvements were made to the main public QJA website. Updates have also been applied to the Members' site with the release of the revised Essentials Professional Development online courses for Members – now available at no charge for QJA members.

To supplement the existing (and extensive) portfolio of QJA training and professional development resources, a range of role-play videos was produced in 2018.

The quarterly *QJA Journal* (issued to all members in either hard-copy or electronic format) continues to include content designed to satisfy the professional development needs of members. Periodic electronic newsletters are used to supplement the *Journal*.

The 2017 Annual QJA State Conference was held in Toowoomba on 4<sup>th</sup> November and was again a very successful event, attracting over 130 delegates.

## DIRECTORS' REPORT

During the year, Professional Development workshops were organised by seven Branches and eight workshops delivered to over 380 members. It is pleasing to note that several Branches are now delivering activity-based workshops which provide a more hands-on experience for attendees.

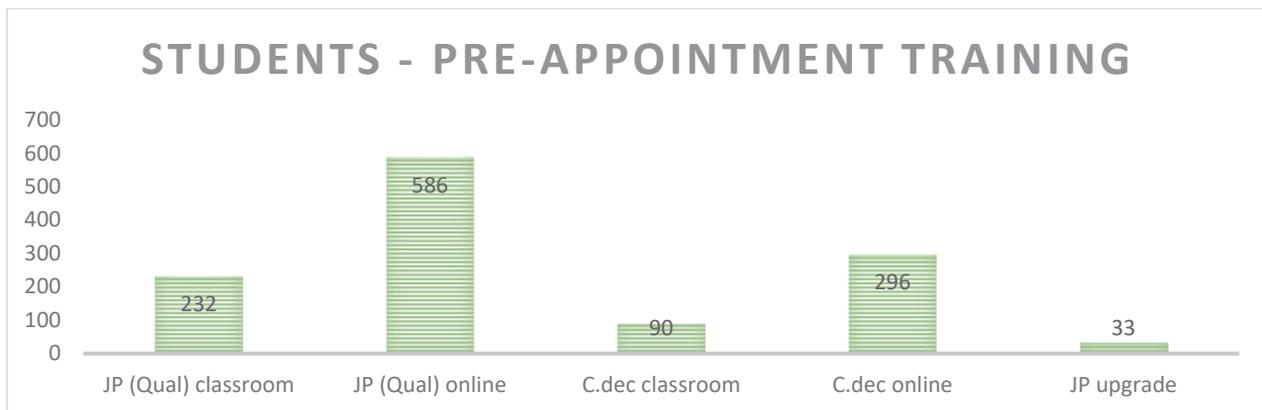
**Training**

In addition to being a membership association, QJA is a Registered Training Organisation (RTO). The national regulator of RTOs is the Australian Skills Quality Authority (ASQA).

Under the provisions of the *Justices of the Peace and Commissioners for Declarations Act 1991*, persons aspiring to hold office as a Justice of the Peace or Commissioner for Declarations are required to satisfactorily complete a course of study (if such a course is approved by the Minister for Justice). At the present time, the approved course is 10276NAT – Course in Community Justice Services (Commissioner for Declarations) (Justice of the Peace [Qualified]).

QJA is accredited to deliver 10276NAT. As of 30<sup>th</sup> June 2018, six other RTOs were licenced to deliver this course.

In 2017-2018, pre-appointment training for new JPs and Cdecs continued to be a core component of QJA business with 1,237 students enrolled. The categories were:



Twenty-three of the students attended courses at their workplace.

Surplus funds generated by the training business are added to overall financial reserves for the company.

The Director with responsibility for Training together with the Immediate Past President (who continued in the role of Chief Executive of the RTO) are supported by the RTO Compliance Committee, the QJA Registrar and the Training Program Coordinator to oversee the RTO aspects of company operations.

**Significant Changes in State of Affairs**

No significant changes in the company's state of affairs occurred during the financial year.

**Post Balance Date Events**

No matters or circumstances have arisen in the interval between the end of the financial year and the date of this report which has significantly affected, or may significantly affect, the operations of the company, the results of those operations, or the state of affairs of the company in subsequent financial years.

**Likely Developments and Future Results**

The estimated value of QJA funds held in trust by QJA Branches has been disclosed in note 1(m) to the 2017-18 financial statements. Directors consider that this disclosure is warranted on the basis of the materiality of its value. For future years, consistent with the provisions of the company's Constitution, we anticipate that it will be our fiduciary responsibility to incorporate more elements of the Branches' finances within the overall company's financial statements reported to members.

**Environmental Issues**

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

## Share Options

No options over issued shares or interests in the company were granted during or since the end of the financial year and there were no options outstanding at the date of this report.

## Meetings of Directors

During the financial year, 11 meetings of directors were held. Attendances by each director were:

Directors	Number eligible to attend	Number attended
Keith Revell JP(Qual)	11	10
John Carpendale JP(Qual)	11	11
Marian Vierveyzer JP(Qual)	11	11
Raymond Young OAM JP(Qual)	4	3
David Read JP(Qual)	4	2
Bruce Birtwell JP(Qual)	4	4
Mike Tidbold JP(Qual)	4	0*
Carmelo Pasquale JP(Qual)	11	9
Garth Stephens JP(Qual)	11	11
Graeme Moorhouse JP(Qual)	11	11
Bronwyn McEntee JP(Qual)	7	7
Chris Lancaster JP(Qual)	7	6
Glenyce Hull JP(Qual)	7	5
Joan Kennedy JP(Qual)	7	7

*Because of illness, Director Tidbold was granted special leave for these four meetings*

## Indemnification and Insurance of Directors and Officers

To safeguard its office bearers, QJA provides Directors and Officers insurance. In addition, QJA has made available a Deed of Indemnity and Access for each of the Directors and the Company Secretary. No indemnities have been given nor insurance premiums paid during or since the end of the financial year for any person who is or has been a Director or Officer of the company, that are prohibited by the *Corporations Act 2001*.

## Proceedings on Behalf of the Company

No application has been made and no proceedings have been brought or intervened in, on behalf of the company under section 237 of the *Corporations Act 2001*.

## Auditor's Independence Declaration

The Directors received the independence declaration from QJA's auditor. The independence declaration forms part of the Directors' Report for the year ended 30 June 2018 and is located on the page following the Directors' Report.

Signed in accordance with a resolution of the Directors.

Dated this 30th August, 2018



John Carpendale

*President and Chairman of the Board*



Bronwyn McEntee

*Director and Chairman of the Finance and Audit Committee*



Partners:  
Emmanuel Georga  
Elias Manicaros  
Ben Odgers

Level 3 HQ South Tower  
520 Wickham Street  
PO Box 1252  
Fortitude Valley QLD 4006

Phone: 07 3253 1500  
Fax: 07 3257 2667  
Web: www.ahjackson.com  
ABN: 51 698 074 811

**AUDITOR'S INDEPENDENCE DECLARATION  
UNDER S 307C OF THE CORPORATIONS ACT 2001  
TO THE DIRECTORS OF QUEENSLAND JUSTICES ASSOCIATION  
ABN 41 009 666 559**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2018 there have been no contraventions of:

- (i) the auditor independence requirements as set out in the *Corporations Act 2001* in relation to the audit; and
- (ii) any applicable code of professional conduct in relation to the audit.

**AH Jackson & Co**

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Elias Manicaros  
Fortitude Valley, QLD  
31/08/2018

**INCOME STATEMENT**  
for the year ended 30th June 2018

	Note	2018	2017
Revenue	2	665,899	631,594
less			
Cost of Revenue			
Events		17,106	10,465
Training		174,412	178,817
Merchandise		87,028	78,085
<b>Total</b>		278,546	267,367
<b>Gross Profit</b>		<b>387,353</b>	<b>364,227</b>
less			
Expenses			
Overhead Expenses		109,495	109,538
Employment Expenses		129,696	120,911
Operating Expenses		109,945	94,714
<b>Total</b>		349,136	325,163
Profit Attributed to Members of the Entity	3	<b>38,217</b>	<b>39,064</b>

**CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2018	2017
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Customers		638,326	654,516
Payments to suppliers and employees		-	618,183
		-	-
Net cash used in/generated from operating activities	11B	<b>32,097</b>	<b>36,333</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant & equipment		-	8,260
Proceeds of disposal of plant & equipment		-	-
Net cash used in investing activities		-	8,260
Net increase (decrease) in cash held		28,409	28,073
Cash at the beginning of the year		491,506	463,433
Cash at the end of the year	11A	<b>519,915</b>	<b>491,506</b>

**BALANCE SHEET AS AT 30 JUNE 2018**

	Note	2018	2017
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Other Equivalents	11A	519,915	491,506
Trade and Other Receivables	4	20,339	3,808
Prepayments	5	4,330	5,642
Inventories		35,707	15,500
<b>TOTAL CURRENT ASSETS</b>		<b>580,291</b>	<b>516,456</b>
<b>NON CURRENT ASSETS</b>			
Property, Plant & Equipment	6	14,014	18,178
Intangible Assets		0	0
<b>TOTAL NON CURRENT ASSETS</b>		<b>14,014</b>	<b>18,178</b>
<b>TOTAL ASSETS</b>		<b>594,305</b>	<b>534,634</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	7	177,535	161,636
Employee Entitlements		19,304	13,749
<b>TOTAL LIABILITIES</b>		<b>196,839</b>	<b>175,385</b>
<b>NET ASSETS</b>		<b>397,466</b>	<b>359,249</b>
<b>EQUITY</b>			
Retained Earnings		397,466	359,249
<b>TOTAL EQUITY</b>		<b>397,466</b>	<b>359,249</b>

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2018**

	2018	2017	2016
	Retained Profits \$	Retained Profits \$	Retained Profits \$
Balance at 1 July	359,249	320,185	257,925
Profit attributable to the entity	38,217	39,064	62,260
<b>Balance at 30 June</b>	<b>397,466</b>	<b>359,249</b>	<b>320,185</b>

#### **NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial reports. This financial report is therefore a special purpose financial report that has been prepared in order to meet the requirements of the Corporations Act 2001.

The financial report covers the economic entity of Queensland Justices Association. Queensland Justices Association is a company limited by guarantee. The Constitution of the company provides for the formation of branches that operate autonomously but do not constitute separate legal entities. The financial performance and position of these branches have not been incorporated into this financial report, except to the extent they engage in transactions with the company.

The financial report has been prepared in accordance with the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of this report are as follows:

##### **Accounting Policies**

###### **a) Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Grant revenue is recognised in the income statement when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the balance sheet as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. Members of the Association are Justices of Peace and Commissioners for Declarations who pay an annual subscription fee.

Subscription fees paid in advance at year end are treated as current liabilities.

All revenue is stated net of the amount of goods and services tax (GST).

###### **b) Inventories**

Inventories are measured at the lower of cost and net realisable value.

Inventories acquired at no cost, or for nominal consideration are valued at the current replacement cost as at the date of acquisition.

**c) Plant and Equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not more than the recoverable amount from these assets. The recoverable amount is assessed based on the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Plant and equipment that have been contributed at no cost or for nominal cost are valued and recognised at the fair value of the asset at the date it is acquired.

**d) Depreciation**

The depreciable amounts of all fixed assets are depreciated on a diminishing balance basis over the asset's useful life to the entity. It is estimated that the useful life of all assets is five years. The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Assets are not depreciated until they are ready for use. Assets with a cost or written down value below \$300 are fully depreciated.

**e) Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

**f) Financial assets and financial liabilities**

*Initial recognition and measurement*

Financial assets and financial liabilities are recognised when the entity becomes a party to the contract.

*Classification and subsequent measurement*

Financial assets and financial liabilities are measured at amortised cost (using the effective interest rate method).

*Amortised cost is calculated as:*

- i. the amount at which the financial asset or financial liability is measured at initial recognition;
- ii. less principal repayments;
- iii. plus, or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method; and
- iv. less any reduction for impairment.

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

*Loans and receivables*

Receivables are recognised at amortised cost, less any provision for impairment.

#### *Financial liabilities*

Financial liabilities are subsequently measured at amortised cost.

All current financial assets and financial liabilities, except for employee benefits (see note i), are measured at cost.

#### *Impairment*

At each reporting date, the entity assesses whether there is objective evidence that a financial asset or financial liability has been impaired. Impairment losses are recognised in the Income Statement.

#### **g) Derecognition**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement.

Financial assets are derecognised where the contractual rights 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 expired. The difference between the carrying value of the financial liability, which is 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.

#### **h) Impairment of Assets**

At each reporting date, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Income Statement.

#### **i) Employee Benefits**

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to Balance Sheet date. Employee benefits expected to be settled within one year together with benefits arising from wages, salaries and annual leave which may be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on costs. Other employee benefits payable later than one year have been measured at the net present value.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

#### **j) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

#### **k) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables in the Balance Sheet are shown inclusive of GST. The company follows the cash system of accounting for lodgement of BAS since GST receivable on Future subscriptions should be paid when collected and not when due.

Cash flows are presented in the Cash Flow Statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**l) Income Tax**

No provision for income tax has been raised, as the entity is exempt from income tax under Div. 50 of the Income Tax Assessment Act 1997.

**m) Branches of QJA**

The Constitution of the entity provides for the existence of branches, which have been established throughout Queensland and operate in accordance with By-Laws established by the entity. These branches are not separate legal entities and are considered to be part of the Queensland Justices Association.

Branches exist to provide representation to members within a specified area. Branches appoint their own office bearers, conduct their own limited operations with relative autonomy and hold no assets except to maintain any surplus funds in a specified bank account, which is not currently under the control of the entity. Branches are required to report their activities to the entity annually in accordance with the By-Laws. Historically, the reporting of branches has not been included in the income statement of the entity nor has their combined cash balances at year end been included in the balance sheet. Due to their increased operations and accumulation of cash held, the entity has resolved to consolidate the operations of branches into financial report of the entity. Until such time as systems and processes are implemented for this to occur for disclosure purposes, the total value of cash at bank held by the 30 branches as at 30 June 2018 that has not been included in the entity's balance sheet is approximately \$92,264.

**n) Comparatives**

The entity has reclassified the reporting of employment expenses in the income statement to distinguish between direct and indirect employment expenses. In prior years, all employment expenses were reported as one amount in the income statement.

Direct employment expenses comprise employment expenses directly attributed to the assembly of inventory items and are reported as part of the cost of events, training and merchandise, respectively. Indirect employment expenses relate to all other employment expenses. The reclassification is intended to provide members with more reliable and relevant information concerning the employment costs and cost of goods sold.

In order to maintain comparability with the prior year operating results, affected items in the income statement have been reclassified and restated.

This reclassification does not result from a change in an accounting policy or a correction of an error.

**NOTE 2: REVENUE**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Members' Subscriptions	266,391	307,729
Sales of Merchandise	82,952	66,425
Training Fees Received	289,521	236,826
Event Revenue	16,977	10,231
Sundry Income	317	384
Fundraising	0	250
Interest Income	9,741	9,549
Grant Income	0	200
	<b><u>665,899</u></b>	<b><u>631,594</u></b>

**NOTE 3: PROFIT FOR THE YEAR**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Profit Before Income Tax	<b>38,217</b>	<b>39,064</b>
this is after provision for the following:		
Depreciation	<b>7,852</b>	<b>10,292</b>

**NOTE 4: TRADE AND OTHER RECEIVABLES**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT</b>		
Accounts Receivables	1,253	1,496
Deposits Paid	19,086	2,312
Total Current trade and other receivables	<b><u>20,339</u></b>	<b><u>3,808</u></b>

**NOTE 5: PREPAYMENTS**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Miscellaneous Prepayments	4,330	5,642
Total Prepayments	<b><u>4,330</u></b>	<b><u>5,642</u></b>

**NOTE 6: PROPERTY, PLANT AND EQUIPMENT**

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>PLANT &amp; EQUIPMENT</b>		
Office Equipment at cost	10,172	8,790
less Accumulated Depreciation	-6,276	-4,788
Computer Equipment at cost	22,990	22,990
less Accumulated Depreciation	-20,697	-17,812
Coresoft Software	23,322	23,322
less Accumulated Depreciation	-17,323	-14,324
Training Library	2,305	0
less Accumulated Depreciation	-479	0
<b>Total Property Plant &amp; Equipment</b>	<b>14,014</b>	<b>18,178</b>

(a) Movements in carrying amounts:

Movements in carrying amounts for each class of property, plant and equipment between the beginning and end of the current financial year.

	Opening Carrying Amount	Additions	Depreciation Expense & Disposal	Carrying Amount at 30 June 2018
Office Equipment	4,002	1,383	1,489	3,896
Computer Equipment	5,178	0	2,885	2,293
Coresoft Software	8,998	0	2999	5,999
Training Library	0	2305	479	1,826
<b>Total</b>	<b>18,178</b>	<b>3,688</b>	<b>7,852</b>	<b>14,014</b>

Disposal relates to assets from earlier years no longer in existence based on physical existence testing of all assets held by the Association as at 30 June 2018

**NOTE 7: TRADE AND OTHER PAYABLES**

	<b>2018</b>	<b>2017</b>
	\$	\$
Accounts Payable	22,231	23,354
Subscriptions in Advance	120,567	102,549
GST Payable	6,590	8,280
PAYG Withholding	3,192	3,524
Accrued Expenses	15,631	14,708
Superannuation Payable	5,469	5,640
Sundry Creditors and Accruals	3,855	3,581
	<b>177,535</b>	<b>161,636</b>

**NOTE 8: EVENTS AFTER THE BALANCE SHEET DATE**

There were no significant events which occurred after the balance sheet date.

**NOTE 9: COMPANY STATUS**

The Company does not have a share capital as it is a company limited by guarantee. The liability of the members is limited to \$1 in the event of the Company being wound up. At the 30th June 2018, the number of members were 6,323 (2017 = 6,433 members)

**NOTE 10: RELATED PARTY DISCLOSURE**

The Directors of the Company during the year and payments made were:

	<b>MV &amp; Travel</b>	<b>Trainer</b>	<b>Other</b>	<b>total</b>
President: Keith Revell	1311		607	<b>1918</b>
Director: Keith Revell	800		3	<b>803</b>
Vice President: Marian Vierveyzer	102		128	<b>230</b>
Vice President: Raymond Young			201	<b>201</b>
Director: John Carpendale				<b>0</b>
President: John Carpendale	1210			<b>1210</b>
Director: Garth Stephens				<b>0</b>
Director: Bruce Birtwell				<b>0</b>
Director: Graeme Moorhouse				<b>0</b>
Director: Carmelo Pasquale				<b>0</b>
Director: David Read				<b>0</b>
Director: Mike Tidbold				<b>0</b>
Director: Bronwyn McEntee	1309			<b>1309</b>
Director: Joan Kennedy				<b>0</b>
Director: Glenyce Hull				<b>0</b>
Director: Chris Lancaster	486	4755		<b>5241</b>
	<b>4732</b>	<b>0</b>	<b>939</b>	<b>5671</b>

**NOTE 11: CASH FLOW INFORMATION**

	<b>2018</b>	<b>2017</b>
<b>A Reconciliation of Cash</b>	<b>\$</b>	<b>\$</b>
Cash at Bank	519,716	490,753
Petty Cash	199	753
	<b>519,915</b>	<b>491,506</b>
<b>B Profit\Loss before income tax</b>	<b>38,217</b>	<b>39,064</b>
Non-cash flows in profit		
Depreciation of Fixed Assets	7,852	10,292
Amortisation of Intangibles	0	0
	<b>46,069</b>	<b>49,356</b>
Decrease (increase) in Trade and Other Debtors	(16,531)	(609)
Decrease (increase) in Prepayments	1,312	1,854
Decrease (increase) in Inventory	(20,207)	9,848
(Decrease)/Increase in Future Yr Subscriptions	18,018	(29,677)
(Decrease)/Increase in Trade Creditors and Accruals	(2,182)	10,633
(Decrease)/Increase in Employee Entitlements	5,555	(5,072)
	<b>(14,035)</b>	<b>(13,023)</b>
<b>Net cash used/generated in operating activities</b>	<b>32,034</b>	<b>36,333</b>

**NOTE 12: ENTITY DETAILS**

The registered office of the company is:

Queensland Justices Association  
751 Stanley Street  
WOOLLOONGABBA QLD 4102

The principal place of business is:

Queensland Justices Association  
751 Stanley Street  
WOOLLOONGABBA QLD 4102

**NOTE 13: AUDITOR'S REMUNERATION**

	2018	2017
	\$	\$
Remuneration of the auditor of the entity for auditing and reviewing the financial report	4,300	3,900

**NOTE 14: FINANCIAL ASSETS AND LIABILITIES RISK EXPOSURE**

(a) Interest rate risk

The company is not exposed to any significant credit risk.

(b) Credit Risk

The company is not exposed to any significant credit risk.

(c) Liquidity Risk

The company manages liquidity risk by maintaining adequate cash reserves by continuously monitoring actual and forecast cash flows.



**QUEENSLAND JUSTICES ASSOCIATION**  
**ABN: 41 009 666 559**  
**DIRECTORS' DECLARATION**

In accordance with a resolution of the directors of Queensland Justices Association, the directors declare that:

1. The financial statements and notes, as set out on pages 7 to 28, are in accordance with the Corporations Act 2001 and:
  - a. Have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.
  - b. give a true and fair view of the financial position of the company as at 30th June 2018 and of its performance for the year ended on that date.
2. In the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

Dated this 30th August, 2018

John Carpendale  
President

Bronwyn McEntee  
Director & Chair of Finance and Audit Committee



Partners:  
Emmanuel Georga  
Elias Manicaros  
Ben Odgers

Level 3 HQ South Tower  
520 Wickham Street  
PO Box 1252  
Fortitude Valley QLD 4006

Phone: 07 3253 1500  
Fax: 07 3257 2667  
Web: [www.ahjackson.com](http://www.ahjackson.com)  
ABN: 51 698 074 811

**QUEENSLAND JUSTICES ASSOCIATION**  
**ABN: 41 009 666 559**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**QUEENSLAND JUSTICES ASSOCIATION**

## Report on the Financial Report

### Opinion

We have audited the financial report of Queensland Justices Association (the company), which comprises the balance sheet as at 30 June 2018, the income statement, the statement of changes in equity and the cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion the accompanying financial report of Queensland Justices Association presents fairly, in all material respects, the financial position of the company as at 30 June 2018 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

### 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 company in accordance with the auditor independence requirements of the Corporations Act 2001 and 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 confirm that the independence declaration 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.

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

### Other Information

The directors are responsible for the other information. The other information comprises the information included in the company's annual report for the year ended 30 June 2018, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Responsibilities of the Directors 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 constitution and the needs of members. The director's responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the 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 ability of the company to continue as a going concern, disclosing, as applicable, matters related 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.

### **Auditor's Responsibilities 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 the 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 this 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 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 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 Company to cease to continue 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.

We 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 we identify during our audit.

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the directors, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse

consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

**AH Jackson & Co**

A handwritten signature in blue ink, appearing to be 'Elias Manicaros', written over a printed name.

**Elias Manicaros**

Fortitude Valley, QLD  
31 August 2018  
Elias Manicaros

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