

# Audited Financial Statements

Romance Writers of Australia

ABN 30075409728

For the year ended 30 June 2018

Prepared by Stephenson Marks Accountants

# Contents

3	Auditor's Report
5	Statement by Member of the Committee
6	Committee's Report
8	Income and Expenditure Statement
10	Assets and Liabilities Statement
12	Notes to the Financial Statements
14	Movements in Equity
15	Statement of Cash Flows - Direct Method

# Auditor's Report

## Romance Writers of Australia For the year ended 30 June 2018

### Independent Auditors Report to the members of the Association

We have audited the accompanying financial report, being a special purpose financial report, of Romance Writers of Australia (the association), which comprises the committee's report, the assets and liabilities statement as at 30 June 2018, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

### Committee's Responsibility for the Financial Report

The committee of Romance Writers of Australia is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Regulation 2016 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with 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 selected 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 association'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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

## Opinion

In our opinion, the financial report presents fairly, in all material respects and gives a true and fair view of the financial position of Romance Writers of Australia as at 30 June 2018 and (of) its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Regulation 2016.

## Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Romance Writers of Australia to meet the requirements of the Associations Incorporation Regulation 2016. As a result, the financial report may not be suitable for another purpose.

Auditor's signature: 

Christine Stephenson ICAA No. 92263

Auditor's address: Stephenson Marks Chartered Accountants

95 Bacon Street

Grafton NSW 2460

Dated: 11/8/2018.

# Statement by Member of the Committee

Romance Writers of Australia

For the year ended 30 June 2018

The Committee has determined that the association 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.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position and Notes to the Financial Statements:


1. Presents fairly the financial position of Romance Writers of Australia Inc as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



President: Claire Boston

Dated: 11/08/2018



Treasurer: Shelley Findlater

Dated: 10/08/2018

# Committee's Report

## Romance Writers of Australia For the year ended 30 June 2018

### Committee's Report

Your committee members submit the financial report of Romance Writers of Australia for the financial year ended 30 June 2018.

### Committee Members

The names of committee members throughout the year and at the date of this report are:

Claire Boston - President  
Lana Pecherczyk - Vice President  
Victoria Purman - Vice President  
Shelley Findlater - Treasurer  
Penelope Janu - Secretary (Aug 2017 to June 2018)  
Renee Geelen - Secretary (June 2018)  
Bronwyn Stuart  
Pauline Johnston  
Jillian Jones (Aug to Oct 2017)  
Louisa West  
Laura Greaves  
Michelle Diener  
Shelagh Merlin

### Principal Activities

The principal activities of the association during the financial year were: Romance Writers Conference

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### Operating Result

The Surplus/deficit from ordinary activities are:

Year Ended 30 June 2018	Year Ended 30 June 2017
\$	\$
21,060.38	(4,558.30)

Signed in accordance with a resolution of the Members of the Committee on:

Claire Boston

Claire Boston (President)

Date 11/08/2018

Shelley Findlater

Shelley Findlater (Treasurer)

Date 10/03/2018



# Income and Expenditure Statement

## Romance Writers of Australia For the year ended 30 June 2018

	2018	2017
<b>Income</b>		
<b>Conference Income</b>		
Conference Merchandise Sales	5,830.37	-
Conference Fee Registrations	168,946.50	286,776.85
Conference Sponsorships/Advertising & Promotions	47,057.75	-
<b>Total Conference Income</b>	<b>221,834.62</b>	<b>286,776.85</b>
Donations Received	-	200.00
Interest Income	592.71	732.31
Memberships	53,716.36	60,835.25
<b>Other Events Income</b>		
Anthology Income	1,446.00	-
Contest Income	15,560.94	-
Events Income	4,280.88	-
Little Gems Sales	74.55	783.11
OWL's Income	24,950.90	13,074.40
Retreat Income	-	1,018.18
Spicy Bites Sales	183.80	-
Other Revenue	115.70	44,482.66
<b>Total Other Events Income</b>	<b>46,612.77</b>	<b>59,358.35</b>
<b>Total Income</b>	<b>322,756.46</b>	<b>407,902.76</b>
<b>Total Income</b>	<b>322,756.46</b>	<b>407,902.76</b>
<b>Expenditure</b>		
<b>Administration</b>		
Advertising	192.20	660.00
Bank & Merchant Fees	8,705.48	7,242.16
Consulting & Accounting	12,040.00	5,502.27
Depreciation	-	211.00
Freight & Courier Expenses	2,813.63	-
General Expenses	-	2,338.19
Gifts	-	339.55
Insurance	3,866.23	3,679.27
Legal expenses	2,885.00	-
Loss on Disposal of PPE	867.35	-
Office Expenses	1,177.70	4,058.52
Rent	1,929.08	-
Subscriptions & Memberships	2,082.85	896.46
Telephone & Internet	258.29	294.49
<b>Total Administration</b>	<b>36,817.81</b>	<b>25,221.91</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



	2018	2017
<b>Committee Expenses</b>		
Printing & Stationery	1,264.52	568.60
Committee Strategic Planning Meeting Costs	4,967.05	3,104.97
Committee Travel Expenses	800.00	5,237.40
<b>Total Committee Expenses</b>	<b>7,031.57</b>	<b>8,910.97</b>
<b>Conference Expenses</b>		
Conference Costs	177,834.86	306,754.62
Conference Merchandise Purchases	532.71	-
<b>Total Conference Expenses</b>	<b>178,367.57</b>	<b>306,754.62</b>
<b>Honorariums</b>		
Honorarium - Events Coordinator	6,000.00	2,000.00
Honorarium - Hearts Talk	9,500.00	8,726.65
Honorarium - President	6,000.00	7,100.00
Honorarium - Treasurer	1,200.00	4,800.00
Honorarium - Web Support	4,125.00	3,975.00
<b>Total Honorariums</b>	<b>26,825.00</b>	<b>26,601.65</b>
<b>Other Events Expenses</b>		
Contest Expenses	5,910.60	-
Event Expenses	1,462.81	4,625.83
Heart Talk Editorial	1,500.00	2,350.00
Networking Expenses	-	424.52
OWL's Expenses	14,487.33	4,682.85
Retreat Expenses	266.55	-
<b>Total Other Events Expenses</b>	<b>23,627.29</b>	<b>12,083.20</b>
<b>Staff Expenses</b>		
Superannuation	2,803.08	2,839.58
Wages and Salaries	26,500.11	29,890.04
Work Cover Insurance	195.00	159.09
<b>Total Staff Expenses</b>	<b>29,498.19</b>	<b>32,888.71</b>
<b>Total Expenditure</b>	<b>302,167.43</b>	<b>412,461.06</b>
<b>Current Year Surplus/ (Deficit) Attributable to the association</b>	<b>20,589.03</b>	<b>(4,558.30)</b>
<b>Total Changes in Equity of the Association</b>	<b>20,589.03</b>	<b>(4,558.30)</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Assets and Liabilities Statement

## Romance Writers of Australia

As at 30 June 2018

	NOTES	30 JUN 2018	30 JUN 2017
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalents</b>			
Cheque Account (4124)		154,664.04	112,993.49
Cheque Account (9684)		200.00	-
Online Saver (7296)		102,022.45	101,480.83
PayPal		7,168.60	14,183.46
Stripe - Memberships Only		5,677.77	-
TryBooking		8,195.22	3,153.50
<b>Total Cash and Cash Equivalents</b>		<b>277,928.08</b>	<b>231,811.28</b>
<b>Trade and Other Receivables</b>			
Accounts Receivable		14,850.00	105.00
Future Conference Deposits		-	111,742.78
Prepayments		43,923.11	-
<b>Total Trade and Other Receivables</b>		<b>58,773.11</b>	<b>111,847.78</b>
<b>Total Current Assets</b>		<b>336,701.19</b>	<b>343,659.06</b>
<b>Non-Current Assets</b>			
<b>Plant and Equipment and Vehicles</b>			
Office Equipment		-	1,536.35
Less Accumulated Depreciation on Office Equipment		-	(669.00)
<b>Total Plant and Equipment and Vehicles</b>		<b>-</b>	<b>867.35</b>
<b>Total Non-Current Assets</b>		<b>-</b>	<b>867.35</b>
<b>Total Assets</b>		<b>336,701.19</b>	<b>344,526.41</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Trade and Other Payables</b>			
Accounts Payable		391.92	-
PAYG Withholdings Payable		(72.00)	-
PAYG Withholdings Payable - MYOB Balance		-	648.00
<b>Total Trade and Other Payables</b>		<b>319.92</b>	<b>648.00</b>
<b>GST Payable</b>			
GST		16,356.13	-
ATO Running balance Account (MYOB)		-	16,619.27
<b>Total GST Payable</b>		<b>16,356.13</b>	<b>16,619.27</b>
<b>Employee Entitlements</b>			
Payroll Deductions - MYOB Balance		-	3,132.00
Superannuation Payable		170.92	-

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

	NOTES	30 JUN 2018	30 JUN 2017
Superannuation Payable - MYOB Balance		-	2,400.00
<b>Total Employee Entitlements</b>		<b>170.92</b>	<b>5,532.00</b>
<b>Total Current Liabilities</b>		<b>16,846.97</b>	<b>22,799.27</b>
<b>Other Current Liabilities</b>			
Conference Fees in Advance - MYOB Balance		148,878.45	174,040.40
Gift Voucher Purchases - MYOB Balance		807.60	807.60
Group Grants to be Claimed - MYOB Balance		2,595.10	10.10
MAF Contributions - MYOB Balance		1,028.20	913.20
<b>Total Other Current Liabilities</b>		<b>153,309.35</b>	<b>175,771.30</b>
<b>Total Liabilities</b>		<b>170,156.32</b>	<b>198,570.57</b>
<b>Net Assets</b>		<b>166,544.87</b>	<b>145,955.84</b>
<b>Member's Funds</b>			
Capital Reserve		166,544.87	145,955.84
<b>Total Member's Funds</b>		<b>166,544.87</b>	<b>145,955.84</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Notes to the Financial Statements

## Romance Writers of Australia For the year ended 30 June 2018

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act of New South Wales. The committee has determined that the association is not a reporting entity.

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

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

#### Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### Cash on Hand

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

#### Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.



## Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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

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

## 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 (ATO). 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 ATO is included with other receivables or payables in the assets and liabilities statement.

## Accounts Payable and Other Payables

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

# Movements in Equity

## Romance Writers of Australia For the year ended 30 June 2018

	2018	2017
<b>Equity</b>		
Opening Balance	145,955.84	-
<b>Increases</b>		
Profit for the Period	20,589.03	(4,558.30)
Retained Earnings	-	150,514.14
<b>Total Increases</b>	<b>20,589.03</b>	<b>145,955.84</b>
<b>Total Equity</b>	<b>166,544.87</b>	<b>145,955.84</b>



# Statement of Cash Flows - Direct Method

**Romance Writers of Australia**  
**For the year ended 30 June 2018**

2018

## Operating Activities

Receipts From Customers	404,824.26
Payments to Suppliers and Employees	(359,300.17)
Interest Received	592.71
<b>Net Cash Flows from Operating Activities</b>	<b>46,116.80</b>

## Investing Activities

Proceeds From Sales of Property, Plant and Equipment	669.00
Payment for Property, Plant and Equipment	(669.00)
<b>Net Cash Flows from Investing Activities</b>	<b>-</b>

## Net Cash Flows

**46,116.80**

## Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	231,811.28
Cash and cash equivalents at end of period	277,928.08
<b>Net change in cash for period</b>	<b>46,116.80</b>