

**Writing WA Inc**  
ABN: 18 190 386 787

**GENERAL PURPOSE FINANCIAL REPORT**  
FOR THE YEAR ENDED 31 DECEMBER 2009

# Writing WA Inc

ABN: 18 190 386 787

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For the Year Ended 31 December 2009

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# Writing WA Inc

ABN: 18 190 386 787

## AUDITORS INDEPENDENCE DECLARATION

For the Year Ended 31 December 2009

### **Auditor's independence declaration to the Board of Management of Writing WA Inc**

In relation to our audit of the financial report of Writing WA Inc for the period ended 31 December 2009, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of the Corporations Act 2001 or any applicable code of professional conduct.

#### **Robert John Campbell CPA**

Registered Company Auditor No. 334773

R. J. Campbell & Associates

Level 2, 459 Hay Street, PERTH, WA

DATE:

# Writing WA Inc

ABN: 18 190 386 787

## INDEPENDENT AUDIT REPORT

For the Year Ended 31 December 2009

To the members of Writing WA Inc

### **Report on the Financial Report**

We have audited the accompanying financial report of Writing WA Inc, which comprises the balance sheet as at 31 December 2009 and the income statement, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

### **Board of Management's responsibility for the financial report**

The Board of Management of Writing WA Inc are responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act WA (1987). This responsibility includes establishing and maintaining internal controls 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**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing 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 judgement, 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 Writing WA Inc'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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, 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.

# Writing WA Inc

ABN: 18 190 386 787

## INDEPENDENT AUDIT REPORT

For the Year Ended 31 December 2009

### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

### Audit opinion

In our opinion, the financial report of Writing WA Inc presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of Writing WA Inc as at 31 December 2009 and the results of its operations for the year then ended.

### Robert John Campbell CPA

Registered Company Auditor No. 334773

R. J. Campbell & Associates

Level 2, 459 Hay Street, PERTH, WA

DATE:

# Writing WA Inc

ABN: 18 190 386 787

## BOARD OF MANAGEMENT REPORT

For the Year Ended 31 December 2009

The Board of Management presents the report on Writing WA Inc for the financial year ended 31 December 2009.

The Board of Management has been in office since the start of the financial year to the date of this report unless otherwise stated.

The net profit of Writing WA Inc for the financial year ended 31 December 2009 after providing for income tax amounted to \$23,636.

A review of the operations of the Association during the financial year and the results of those operations are as follows:

The principal activity of the Association during the financial year was the support and development of writing as a cultural activity in Western Australia

During the period, Writing WA Inc applied the accounting policies as described in note 1 to this report.

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**Name:**

Position:

Date:

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**Name:**

Position:

Date:

# Writing WA Inc

ABN: 18 190 386 787

## STATEMENT BY THE BOARD OF MANAGEMENT

For the Year Ended 31 December 2009

In the opinion of the Board of Management of Writing WA Inc:

- The financial report presents a true and fair view of the financial position of Writing WA Inc as at 31 December 2009, and its performance for the year ended on that date, in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- The operations of Writing WA Inc have been carried out in accordance with its constitution.
- At the date of this statement, there are reasonable grounds to believe that Writing WA Inc will be able to pay its debts as and when they fall due.

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

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**Name:**

Position:

Date:

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**Name:**

Position:

Date:

# Writing WA Inc

ABN: 18 190 386 787

## INCOME STATEMENT

For the Year Ended 31 December 2009

	Note	2009 \$	2008 \$
<b>CONTINUING OPERATIONS</b>			
Revenue from Ordinary Activities	2	269,077	250,264
Interest		6,539	10,845
Other Income	3	30,882	21,043
<b>Revenue</b>		<u>306,498</u>	<u>282,152</u>
Employee Benefits Expenses		(96,904)	(81,709)
Project and Program Expenses	4	(111,363)	(92,465)
Regional Programs	5	(44,630)	(38,368)
Depreciation Expenses		(1,116)	(2,374)
Other Expenses	6	(28,849)	(19,003)
<b>Profit from continuing operations before income tax</b>		<u>23,636</u>	<u>48,233</u>
Income Tax Expense		-	-
<b>Profit from continuing operations after income tax</b>		<u>23,636</u>	<u>48,233</u>
<b>DISCONTINUED OPERATIONS</b>			
Loss from discontinued operations after income tax		-	-
<b>Net profit for the period</b>		<u>23,636</u>	<u>48,233</u>

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

# Writing WA Inc

ABN: 18 190 386 787

## BALANCE SHEET

As At 31 December 2009

	Note	2009 \$	2008 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	7	174,665	177,517
Trade and other receivables	8	5,142	1,969
Other assets	9	670	2,244
<b>Total current assets</b>		<u>180,477</u>	<u>181,730</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	10	2,565	651
<b>Total non-current assets</b>		<u>2,565</u>	<u>651</u>
<b>TOTAL ASSETS</b>		<u>183,042</u>	<u>182,381</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	11	24,412	12,552
Current Provisions	12	5,270	6,227
Other current liabilities	13	40,708	77,782
<b>Total current liabilities</b>		<u>70,390</u>	<u>96,561</u>
<b>NON-CURRENT LIABILITIES</b>			
Other non-current liabilities	14	3,196	-
<b>Total non-current liabilities</b>		<u>3,196</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>		<u>73,586</u>	<u>96,561</u>
<b>NET ASSETS</b>		<u>109,456</u>	<u>85,820</u>
<b>EQUITY</b>			
Retained earnings	15	109,456	85,820
<b>TOTAL EQUITY</b>		<u>109,456</u>	<u>85,820</u>

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

# Writing WA Inc

ABN: 18 190 386 787

## CASH FLOW STATEMENT

For the Year Ended 31 December 2009

	Note	2009 \$	2008 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from government		231,893	355,809
Other receipts		31,001	27,833
Interest received		6,539	10,845
Payments to suppliers and employees		(269,255)	(312,253)
<b>Net cash flows from operating activities</b>	<b>16</b>	<b>178</b>	<b>82,234</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of property, plant and equipment		(3,030)	-
Proceeds from sale of property, plant and equipment		-	-
Proceeds from sale of investments		-	-
<b>Net cash flows from investing activities</b>		<b>(3,030)</b>	<b>-</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	-
Repayment of borrowings		-	-
Payments for leasing		-	-
<b>Net Cash flows from financing activities</b>		<b>-</b>	<b>-</b>
<b>NET CASH MOVEMENT</b>			
Net increase/(decrease) in cash		(2,852)	82,234
Cash at the beginning of the reporting period		177,517	95,283
<b>Cash at the end of the reporting period</b>		<b>174,665</b>	<b>177,517</b>

The accompanying notes form part of these financial statements.  
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# Writing WA Inc

ABN: 18 190 386 787

## STATEMENT OF CHANGES IN EQUITY

For the Year Ended 31 December 2009

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 31 December 2008</b>	85,820	85,820
Surplus for the year ending 31 December 2009	23,636	23,636
<b>Balance at 31 December 2009</b>	109,456	109,456

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

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

### 1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report covers Writing WA Inc as an individual entity. Writing WA Inc is an Association and subject to the Associations Incorporation Act (WA) 1987. The financial report of Writing WA Inc complies with all Australian equivalents to International Financial Reporting Standards (IFRS) in their entirety.

The following is a summary of the material accounting policies adopted by Writing WA Inc in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### a Income Tax

Writing WA Inc is exempt from income tax under the provisions of Section 50-5 of the Income Tax Assessment Act 1997.

#### b Fund Accounting

On occasions Writing WA Inc may receive resources restricted for particular purposes. To facilitate observance of these limitations, the financial statements disclose separately those funds which are restricted or designated and those funds which are unrestricted.

Restricted funds are those funds presently available for use, but expendable only for purposes specified by the donor. Furthermore, if the Board of Management specifies a purpose for the expenditure of funds, where none has been stated by the original donor, such funds are classified as designated funds.

Unrestricted funds are those funds presently available for use by Writing WA Inc at the discretion of the Board of Directors.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

### c Revenue Recognition

#### Other Income

Revenue from training, fee for service, and management is recognised when an invoice has been issued.

#### Accounting for grants received

Grants received are accounted for by distinguishing grants between revenue based grants and capital based grants.

#### Revenue based grants

These grants are credited to revenue in the same period in which the expenditure to which they relate is charged.

#### Capital Based Grants

These grants are generally received for the acquisition of plant and equipment. The accounting treatment is to initially account for the amount of the grant as income when it is received. However recognition in the income and expenditure statement is deferred until the expenditure in respect of the acquisition of an asset is incurred.

#### Interest

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

### d Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

#### Property

Plant and equipment are measured on the cost basis. The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of expected net cash flows which will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

#### Depreciation

The depreciable amount of all plant and equipment are depreciated over the useful lives of the assets commencing from the time the asset is held ready for use. The assets are depreciated on a straight line method.

The depreciation rates used for each class of asset are as follows:

Plant and equipment 33%

These notes should be read in conjunction with the attached audit report.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

**e Employee Benefits**

Provision is made for liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash flows to be made for those benefits. Contributions made to employees' accumulation superannuation funds, are charged as expenses when incurred.

**f Cash**

For the purpose of the statement of cash flows, cash includes deposits at call with banks or financial institutions which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value, net of outstanding bank overdrafts.

**g 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 Tax 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 the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

**h Comparatives**

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

	2009	2008
	\$	\$
<b>2 REVENUE FROM ORDINARY ACTIVITIES</b>		
<b>Grants and Subsidies</b>		
Department of Culture and the Arts	152,347	132,445
Australia Council for the Arts	47,929	50,796
Other grants and subsidies	68,801	60,192
Sponsorship income	-	6,831
	<u>269,077</u>	<u>250,264</u>
<b>3 OTHER INCOME</b>		
Administration & management fees	16,506	13,418
Membership dues	6,900	7,500
Miscellaneous	7,476	125
	<u>30,882</u>	<u>21,043</u>
<b>4 PROJECT AND PROGRAM EXPENSES</b>		
Community projects and programs	51,942	24,129
Conference attendance	1,391	1,780
Mentoring and professional development	17,760	45,643
Industry advocacy	40,270	20,913
	<u>111,363</u>	<u>92,465</u>
<b>5 REGIONAL PROGRAMS</b>		
Regional Writers Festival	30,000	30,000
Regional travel	869	660
Regional writing groups and writers in libraries	13,761	7,708
	<u>44,630</u>	<u>38,368</u>
<b>6 OTHER EXPENSES</b>		
Communications	7,920	4,654
Insurance	3,083	3,137
Office costs	7,910	6,680
Audit fee	3,000	3,000
Marketing expenses	6,673	1,273
Bank charges	263	259
	<u>28,849</u>	<u>19,003</u>

These notes should be read in conjunction with the attached audit report.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

	2009	2008
	\$	\$
<b>7 CASH AND CASH EQUIVALENTS</b>		
Cash on hand	50	50
Cash at bank	174,615	177,467
	<u>174,665</u>	<u>177,517</u>
<b>8 TRADE AND OTHER RECEIVABLES</b>		
Accounts receivable	110	-
Tax receivable	5,032	1,969
	<u>5,142</u>	<u>1,969</u>
<b>9 OTHER ASSETS</b>		
Prepayments	731	850
NAB visa card	(61)	1,394
	<u>670</u>	<u>2,244</u>
<b>10 PROPERTY, PLANT AND EQUIPMENT</b>		
Equipment at cost	7,835	4,806
Less accumulated depreciation	(5,270)	(4,155)
<b>Total property, plant and equipment</b>	<u>2,565</u>	<u>651</u>
<b>11 TRADE AND OTHER PAYABLES</b>		
Accounts payable	15,028	4,112
Accruals	5,603	3,738
PAYG - employees	3,781	4,702
	<u>24,412</u>	<u>12,552</u>
<b>12 CURRENT PROVISIONS</b>		
Provision for superannuation	456	1,840
Provision for annual leave	4,814	4,387
	<u>5,270</u>	<u>6,227</u>

These notes should be read in conjunction with the attached audit report.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

	2009	2008
	\$	\$
<b>13 OTHER CURRENT LIABILITIES</b>		
Unexpended grants	40,708	77,782
	<u>40,708</u>	<u>77,782</u>
<b>14 OTHER NON-CURRENT LIABILITIES</b>		
Provision for long service leave	3,196	-
	<u>3,196</u>	<u>-</u>
<b>15 RETAINED EARNINGS</b>		
Prior Year Retained Earnings	85,820	37,587
Current Earnings	23,636	48,233
	<u>109,456</u>	<u>85,820</u>
<b>16 CASH FLOWS INFORMATION</b>		
<b>Reconciliation of Cash Flows from Operations with net profit for the period</b>		
Net profit for the period	23,636	48,233
<b>Non-Cash flows in net profit</b>		
Depreciation and amortisation	1,116	2,374
<b>Change in Assets and Liabilities</b>		
(Increase)/decrease in receivables	(3,173)	6,014
(Increase)/decrease in prepayments	119	(42)
Increase/(decrease) in payables	13,315	(3,579)
Increase/(decrease) in unspent grants	(37,074)	28,580
Increase/(decrease) in provisions	2,239	654
Net cash provided by operating activities	<u>178</u>	<u>82,234</u>

These notes should be read in conjunction with the attached audit report.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

### 17 FINANCIAL INSTRUMENTS DISCLOSURE

#### a Credit risk

The maximum exposure to credit risk excluding the value of any collateral or other security at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to the financial statements.

Writing WA Inc does not have any material credit risk exposure to any single debtor or group of debtors, under financial instruments which the Association has entered into.

#### b Net Fair Values

The financial assets and financial liabilities included in current assets and current liabilities in the balance sheet are carried at amounts that approximate their net fair values.

### 18 RELATED PARTY INFORMATION

#### a Members of the Board of Management

The members of the Board of Management and the names of members, who served for the whole of the financial year, unless otherwise indicated, are as follows:

Name	Position	Notes
Delys Bird	Chairperson	Elected April 2008
Janine Drakeford	Deputy Chairperson	Elected April 2009
Renato Sansalone	Treasurer	Co-opted April 2009
Kris Williams	Secretary	Elected April 2009
Margaret Allen	Board Member	Resigned April 2009
Russell Bresland	Board Member	Co-opted April 2008 - April 2009
Wolfgang Bylsma	Board Member	Elected April 2009 Resigned November 2009
Tanya Dewhurst	Board Member	Resigned July 2009
Michelle Kosonen	Board Member	Co-opted April 2009
Chris Oakeley	Board Member	Elected April 2009
Rosemary Sayer	Board Member	Co-opted April 2009
Alison Sutherland	Board Member	Elected April 2009
Marisa Wikramaniyake	Board Member	Elected April 2009
Terri-ann White	Board Member	Resigned April 2009

These notes should be read in conjunction with the attached audit report.

# Writing WA Inc

ABN: 18 190 386 787

## NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2009

### b Compensation by category: Key Personnel

The remuneration of the Chief Executive is set by the Board of Management at an annual rate plus superannuation of 9%.

	2009	2008
	\$	\$
CEO's remuneration	66,774	63,681

### c Remuneration of the Board of Management

The Board members act in a voluntary capacity and do not receive any remuneration or superannuation.

### d Related Party Transactions

There were no related party transactions during the year.

## 19 AUDITORS REMUNERATION

In the course of the year ending 31 December 2009, the Auditor received the following remuneration:

	2009	2008
	\$	\$
Audit Fees	3,000	3,000

## 20 ECONOMIC DEPENDENCY

The Association is dependent upon continued support from its principal funding bodies, namely, Department of Culture and the Arts and Australia Council for the Arts.

## 21 SEGMENT INFORMATION

Writing WA Inc operates predominantly in one business and geographic segment, being in the support and development of writing as a cultural activity in Western Australia.

## 22 WRITING WA INC DETAILS

The principal place of business of Writing WA Inc is:

Ground Floor  
Alexander Library Building  
Perth Cultural Centre  
PERTH WA 6000