Institute of Certified Bookkeepers
Making you count

Annual Financial Report
For The Year Ended 31 December 2015

The Institute of Certified Bookkeepers Ltd

ABN: 20115901945

Financial Report For The Year Ended 31 December 2015

CONTENTS **Page**

Directors' Report	1
Auditor's Independence Declaration	3
Statement of Profit or Loss and Other Comprehensive Incom	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Notes to the Financial Statements	8
Directors' Declaration	16
Independent Auditor's Report	17

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN: 20115901945
DIRECTORS' REPORT

Your directors present this report on the company for the financial year ended 31 December 2015.

Directors

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

Matthew James Addison appointed (2/02/2006)
Garry Peter Carter appointed (23/08/2005)
James Peter Thomas Carter appointed (23/08/2005)
John David Birse appointed (22/12/2006)
Amanda Linton appointed (15/01/2010)

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

Principal Activities

The principal activity of the company during the financial year was:

• member based professional association of bookkeepers for bookkeepers

Objectives

The company's objectives are to:

• facilitate forms of information, experience and education exchange
• provide resources and guidance for the best practice of bookkeeping
• provide support for certified bookkeepers including technical assistance
• promote certified bookkeepers
• develop the professionalism of certified bookkeepers
• provide commercial benefit from being a member of this network
• embrace, support and promote the BAS Agent regime
• provide opportunities for the gaining of experience under supervision
• ensure government and key stakeholders liste to, consider and promote certified bookkeepers and their reality

Key Performance Measures

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

Information on Directors

Matthew James Addison	—	Executive Director
Qualifications	—	B Ec., ACA, FICB, MYOB Certified Consultant
Experience	—	Partner in Accounting Practice & Bookkeeping Business 1993 - 2008, Bookkeeping Consultant since 1992 and trainer since 1999
Special Responsibilities	—	Chief Executive Officer, Remuneration Committee
Directorships held in other listed entities	—	None
Garry Peter Carter	—	Director
Qualifications	—	FCI., FICB(Hon)., FBMA
Experience	—	Founder & Chairman of ICB Global & ICB UK, Chief Executive The Association of Certified IT Professionals (UK), Chairman The Institute of Commerce (UK)
Directorships held in other listed entities	—	Director of ICB Global & related entities, Director of The Genesis Senate (UK)
James Peter Thomas Carter	—	Director
Qualifications	—	FCI., FCITP., FICB(Hon). (all UK)
Experience	—	10 years involvement in ICB UK
Special Responsibilities	—	Operations consulting to ICB Australia
Directorships held in other listed entities	—	ICB Global

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
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DIRECTORS' REPORT

John David Birse	—	Director
Qualifications	—	B.Ec., Dip.Ed., MBA (Subs), Registered BAS Agent
Experience	—	Regional Franchisor Jims Bookkeeping, Chairman FBAA, 40+ years involvement in education; Intuit Pro Advisor; Saasu partner
Special Responsibilities	—	Advisory Board member, Educational consultant, Remuneration Committee; ICB representative on Tax practitioner Advisory
Directorships held in other listed entities	—	None
Amanda Linton	—	Director
Qualifications	—	Cert IV Financial Services (Accounting), Registered BAS Agent, MYOB Certified Consultant
Experience	—	Owner Freedom Accounting Support 2004-Current. Bookkeeping and consulting company operating in Tasmania and South Australia. MYOB Certified Consultant since 2005. Administration manager and practicing bookkeeper in employment since 1995.
Special Responsibilities	—	Advisory Board member, Trainer, Bookkeeping advisor, Remuneration Committee
Directorships held in other listed entities	—	None

Meetings of Directors

During the financial year, 13 meetings of directors were held. Attendances by each director were as follows:

	Directors' Meetings	
	Number eligible to attend	Number attended
Matthew James Addison	13	13
Garry Peter Carter	13	7
James Peter Thomas Carter	13	8
John David Birse	13	13
Amanda Linton	13	13

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 31 December 2015 has been received and can be found on page 3 of the financial report.

Signed in accordance with a resolution of the Board of Directors.

Director ____________________
Matthew James Addison

Dated this 23rd day of February 2016

Director ____________________
John David Birse

Dated this 23rd day of February 2016

**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 307C OF THE CORPORATIONS ACT 2001
TO THE DIRECTORS OF THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN 20 115 901 945**

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2015 there have been:

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

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

Wayne Durd

Name of firm: E. F. McPHAIL AND PARTNERS
Partner: WAYNE C. DURDIN
Address: 38 Ellingworth Parade, Box Hill VIC 3128
Dated this 23rd day of February 2016

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN: 20115901945
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015 $	2014 $
Revenue			
Membership fees	2	1,349,562	1,177,858
Events		480,936	432,536
Other income	2	4,067	4,736
Total Revenue		1,834,565	1,615,130
Expenses			
Audit, legal and consultancy fees		(5,004)	(4,345)
Bank charges		(32,760)	(29,126)
Depreciation and amortisation expense	3	(4,642)	(4,551)
Employee expenses		(867,263)	(810,538)
Fuel, light and power expense		(5,513)	(5,238)
Insurance		(2,407)	(5,121)
Marketing expenses		(5,603)	(5,651)
Membership based direct costs		(201,119)	(125,656)
Events direct costs		(366,385)	(362,782)
Membership renewal gifts		(44,185)	(79,934)
Network meeting costs		(86,951)	(74,039)
Office expenses		(42,223)	(44,383)
Professional costs		(11,282)	(16,955)
Rental expense	3	(64,841)	(44,861)
Technology		(11,780)	(7,813)
Travel expenses		(24,155)	(6,159)
Total expenses		(1,776,113)	(1,627,152)
Net current year surplus/(loss)		58,452	(12,022)

The accompanying notes form part of these financial statements.

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN: 20115901945
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2015

	Note	2015 $	2014 $
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	300,511	147,959
Accounts receivable and other debtors	5	282,152	282,667
Inventories on hand	6	20,186	40,421
Other current assets	7	57,738	58,768
TOTAL CURRENT ASSETS		660,587	529,815
NON-CURRENT ASSETS			
Other non-current assets	8	23,530	23,500
Property, plant and equipment	9	14,283	12,548
TOTAL NON-CURRENT ASSETS		37,813	36,048
TOTAL ASSETS		698,400	565,863
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	10	107,955	88,703
Employee provisions	11	66,789	49,945
TOTAL CURRENT LIABILITIES		174,744	138,648
NON-CURRENT LIABILITIES			
Employee provisions	11	46,709	8,720
TOTAL NON-CURRENT LIABILITIES		46,709	8,720
TOTAL LIABILITIES		221,453	147,368
NET ASSETS		476,947	418,495
EQUITY			
Retained surplus		476,947	418,495
TOTAL EQUITY		476,947	418,495

The accompanying notes form part of these financial statements.

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN: 20115901945
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	Financial Assets Reserve $	Total $
Balance at 1 January 2014		430,517	430,517
Comprehensive Income			
Loss for the year attributable to members of the entity		(12,022)	(12,022)
Total other comprehensive income		-	-
Total comprehensive income attributable to members of the entity		(12,022)	(12,022)
Balance at 31 December 2014		418,495	418,495
Balance at 1 January 2015		418,495	418,495
Comprehensive Income			
Surplus for the year attributable to members of the entity		58,452	58,452
Total other comprehensive income		-	-
Total comprehensive income attributable to members of the entity		58,452	58,452
Other transfers			
Total transactions with owners and other transfers		-	-
Balance at 31 December 2015		476,947	476,947

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	2015	2014
		$	$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		1,833,500	1,624,726
Payments to suppliers and employees		(1,678,609)	(1,686,402)
Interest received		4,067	4,736
Net cash generated from operating activities		158,958	(56,940)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		(6,376)	(5,475)
Security deposits held		(30)	-
Net cash used in investing activities		(6,406)	(5,475)
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash used in financing activities		-	-
Net increase in cash held		152,552	(62,415)
Cash on hand at beginning of the financial year		147,959	210,374
Cash on hand at end of the financial year	4	300,511	147,959

The accompanying notes form part of these financial statements.

The financial statements cover The Institute of Certified Bookkeepers Ltd as an individual entity, incorporated and domiciled in Australia. The Institute of Certified Bookkeepers Ltd is a company limited by guarantee.

The financial statements were authorised for issue on 23 February 2016 by the directors of the company.

Note 1 Summary of Significant Accounting Policies

Basis of Preparation

The Institute of Certified Bookkeepers Not For Profit (RDR) Limited applies Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010–2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements.

These general purpose financial statements have been prepared in accordance with the Corporations Act 2001 and Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

(a) Revenue

Membership revenue is recognised immediately upon receipt of membership or renewal fees. Membership fees are non-refundable.

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. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

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

(b) Inventories on hand

Inventories are measured at the lower of cost and current replacement cost.

(c) Fair Value of Assets and Liabilities

The company measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

Fair value is the price the company would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (ie the market with the greatest volume and level of activity for the asset or liability).

(d) Property, Plant and Equipment

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

Plant and Equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(f) for details of impairment).

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	20%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

(e) Leases

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

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(f) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the company commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are recognised as expenses in profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

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 instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense item in profit or loss.

(i) Financial assets at fair value through profit or loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(iii) Financial liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

Impairment

At the end of each reporting period, the company assesses whether there is objective evidence that a financial asset has been impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event'), which has an impact on the estimated future cash flows of the financial asset(s).

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors, or a group of debtors, are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the company recognises the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire 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 when the related obligations are discharged, cancelled or have expired. The difference between the carrying amount 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.

(g) Impairment of Assets

At the end of each reporting period, the entity 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, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying amount over its recoverable amount is recognised in profit or loss.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

(h) Employee Provisions

Short-term employee provisions

Provision is made for the company's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Other long-term employee provisions

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The company's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the company does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(i) Cash and Cash Equivalents

Cash on hand includes 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. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(j) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. 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.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Refer to Note 1(f) for further discussion on the determination of impairment losses.

(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 (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 statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

(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) Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of reporting period.

(n) Comparative Figures

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

When the company retrospectively applies an accounting policy, makes a retrospective restatement or reclassifies items in its financial statements, a third statement of financial position as at the beginning of the preceding period, in addition to the minimum comparative financial statements, must be disclosed.

(o) Trade 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 company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(p) Critical Accounting Estimates and Judgements

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

Key Estimates

Impairment

The company assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the company that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

Key Judgements

(i) Employee benefits

For the purpose of measurement, AASB 119: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. The company expects most employees will take their annual leave entitlements within 24 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave entitlements.

(q) New Accounting Standards for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards that have mandatory application dates for future reporting periods, some of which are relevant to the Company. The Company has decided not to early adopt any of the new and amended pronouncements. The Company's assessment of the new and amended pronouncements that are relevant to the Company but applicable in future reporting periods is set out below:

— AASB 9: *Financial Instruments* and associated amending Standards (applicable to annual reporting periods beginning on or after 1 January 2018).

The Standard will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments, and simplified requirements for hedge accounting.

The key changes that may affect the company on initial application include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, upfront accounting for expected credit loss, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to the hedging of non-financial items. Should the company elect to change its hedge policies in line with the new hedge accounting requirements of the Standard, the application of such accounting would be largely prospective.

Although the directors anticipate that the adoption of AASB 9 may have an impact on the company's financial instruments, it is impracticable at this stage to provide a reasonable estimate of such impact.

Note 2 Revenue and Other Income

	2015	2014
Revenue	$	$
— Membership fees	1,192,758	1,035,013
— Examination fees	9,023	9,998
— Training centres	18,409	26,364
— Regional conferences	480,936	432,536
— Strategic partnerships	125,965	102,205
— Sale of products	3,407	4,278
Total revenue	1,830,498	1,610,394
Other Income		
Other income		
— Interest received on investments in government and fixed interest securities	4,067	4,736
	4,067	4,736
Total revenue and other income	1,834,565	1,615,130

Note 3 Surplus for the year

	2015 $	2014 $
(a) Expenses		
Employee benefits expense:		
— contributions to defined contribution superannuation funds	54,004	49,236
— Wages and employment costs	758,426	749,699
— Increase in provisions	54,833	11,603
Total employee benefits expense	867,263	810,538
Depreciation and amortisation:		
— furniture and equipment	4,642	4,551
Total depreciation and amortisation	4,642	4,551
Rental expense on operating leases:		
— minimum lease payments	64,841	44,861
Total Rental Expense	64,841	44,861
Audit fees		
— audit services	5,004	4,345
Total Audit Remuneration	5,004	4,345

Note 4 Cash and Cash Equivalents

	2015 $	2014 $
CURRENT		
Cash at bank	65,802	32,317
Investment Account	234,709	115,642
Total cash on hand as stated in the statement of financial position and statement of cash flows	300,511	147,959

Note 5 Accounts Receivable and Other Debtors

	Note	2015 $	2014 $
CURRENT			
Accounts receivable		1,818	8,800
Other Receivables		13,524	11,037
Receivables from other Related Parties		266,810	262,830
Total current accounts receivable and other debtors		282,152	282,667

Note 6 Inventories on Hand

	2015 $	2014 $
CURRENT		
At cost:		
Renewal Gifts Held	20,186	40,421
	20,186	40,421

Note 7 Other Current Assets

	2015 $	2014 $
Prepayments	57,738	58,768
	57,738	58,768

Note 8 Other Non-Current Assets

	Note	2015 $	2014 $
NON-CURRENT			
Security Deposits		23,530	23,500
		23,530	23,500

Note 9 Property, Plant and Equipment

	2015 $	2014 $
PLANT AND EQUIPMENT		
Furniture and equipment:		
At cost	51,161	44,785
Less accumulated depreciation	(36,878)	(32,237)
Total property, plant and equipment	14,283	12,548

Movements in Carrying Amounts

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

	Land and Buildings $	Leased Motor Vehicles $	Furniture and Equipment $	Total $
2014				
Balance at the beginning of the year			11,624	11,624
Additions at cost			5,475	5,475
Additions at fair value				-
Disposals				-
Revaluations				-
Depreciation expense			(4,551)	(4,551)
Carrying amount at end of year	-	-	12,548	12,548
2015				
Balance at the beginning of the year	-	-	12,548	12,548
Additions at cost			6,377	6,377
Additions at fair value				-
Disposals				-
Revaluations				-
Depreciation expense			(4,642)	(4,642)
Carrying amount at the end of the year	-	-	14,283	14,283

Note 10 Trade and Other Payables

	Note	2015 $	2014 $
CURRENT			
Accounts payable		5,382	7,523
Other current payables		24,775	20,160
Other payables (net amount of GST payable)		31,303	28,427
Amounts due under contract of sales		45,639	32,307
Other related parties - Credit Cards		856	286
	10(a)	107,955	88,703

		2015 $	2014 $
(a) Financial liabilities at amortised cost classified as accounts payable and other payables			
Accounts payable and other payables:			
— Total current		107,955	88,703
— Total non-current		-	-
		107,955	88,703
Less conference receipts in advance		(41,239)	(32,307)
Less other payables (net amount of GST payable)		(31,303)	(28,427)
Financial liabilities as accounts payable and other payables	15	35,413	27,969

The average credit period on accounts payable and other payables (excluding GST payable) is one month. No interest is payable on outstanding payables during this period.

Note 11 Employee Provisions

	2015 $	2014 $
CURRENT		
Provision for employee benefits: annual leave	62,799	49,945
Provision for employee benefits: long service leave	3,990	-
	66,789	49,945
NON-CURRENT		
Provision for employee benefits: long service leave	46,709	8,720
	46,709	8,720
	113,498	58,665

Analysis of total provisions:	Employee Benefits
Opening balance at 1 January 2015	58,665
Additional provisions raised during year	88,546
Amounts used	(33,713)
Balance at 31 December 2015	113,498

Employee Provisions

Employee provisions represents amounts accrued for annual leave and long service leave.

The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the company does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the company does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits have been discussed in Note 1(h).

Note 12 Operating Lease Commitments

(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements

	2015	2014
Payable – minimum lease payments	$	$
— not later than 12 months	61,650	45,000
— later than 12 months but not later than five years	68,804	130,454
— later than five years		
	130,454	175,454

Note 13 Events After the Reporting Period

The directors are not aware of any significant events since the end of the reporting period.

Note 14 Related Party Transactions

a. Key Management Personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity directly or indirectly, including any director (whether executive or otherwise) is considered key management personnel (KMP).

The totals of remuneration paid to KMP of the company during the year are as follows:

	2015	2014
	$	$
Key Management Personnel compensation		
— short-term benefits	310,743	311,240
— post-employment benefits		
— other long-term benefits		
	310,743	311,240

b. Other Related Parties

Other related parties include close family members of key management personnel, and entities that are controlled or jointly controlled by those key management personnel individually or collectively with their close family members.

Birse Investments Pty Ltd for whom John Birse, acts as director:	5175	4500
Freedom Accounting Support Pty Ltd for whom Amanda Linton, acts as director:	7445	0

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons unless otherwise stated.

Note 15 Financial Risk Management

The company's financial instruments consist mainly of deposits with banks, local money market instruments, short-term and long-term investments, receivables and payables, and lease liabilities.

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2015 $	2014 $
Financial assets			
Cash and cash equivalents	4	300,511	147,959
Loans and receivables	5	282,152	282,667
Other		23,530	23,500
Total financial assets		606,193	454,126
Financial liabilities			
Financial liabilities at amortised cost:			
— trade and other payables	10(a)	35,413	27,969
Total financial liabilities		35,413	27,969

Note 16 Entity Details

The registered office of the entity is:

The Institute of Certified Bookkeepers Ltd
Lvl 27, Rialto South Towers
525 Collins Street
Melbourne

The principal place of business is:

The Institute of Certified Bookkeepers Ltd
5 Seymour Street
RINGWOOD VIC 3134

Note 17 Members' Guarantee

The entity is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the entity is wound up, the constitution states that each member is required to contribute a maximum of $100 towards meeting any outstanding obligations of the entity. At 31 December 2015 the number of guarantee members was 1. The number of full financial members was 3,229.

THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN: 20115901945
DIRECTORS' DECLARATION

In accordance with a resolution of the directors of The Institute of Certified Bookkeepers Ltd, the directors declare that:

1. The financial statements and notes, as set out on pages 4 to 15, are in accordance with the Corporations Act 2001 and:

   (a) comply with Australian Accounting Standards; and

   (b) give a true and fair view of the financial position of the company as at 31 December 2015 and of its performance for the year ended on that date.

2. In the directors' opinion there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

Director ______________________________

Matthew James Addison

Dated this 23rd day of February 2016

Director ______________________________

John David Birse

Dated this 23rd day of February 2016

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD ABN 20 115 901 945

Report on the Financial Report

We have audited the accompanying financial report of The Institute of Certified Bookkeepers Ltd (the company), which comprises the statement of financial position as at 31 December 2015, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the directors' declaration.

Directors' Responsibility for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Corporations Act 2001* and for such internal control as the directors determine is necessary to enable the preparation of the 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 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 company's preparation of the financial report that gives a true and fair view 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 directors, 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.

Independence

In conducting our audit, we have complied with the independence requirements of the *Corporations Act 2001.* We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of The Institute of Certified Bookkeepers (Reduced Disclosure Requirements) Limited, would be in the same terms if given to the directors as at the time of this auditor's report.

Opinion

In our opinion, the financial report of The Institute of Certified Bookkeepers (Reduced Disclosure Requirements) Limited is in accordance with the *Corporations Act 2001*, including:

(i) giving a true and fair view of the company's financial position as at 31 December 2015 and of its performance for the year ended on that date; and

(ii) complying with Australian Accounting Standards – Reduced Disclosure Requirements and the *Corporations Regulations 2001.*

Wayne Durdin

Name of firm: E. F. McPHAIL AND PARTNERS
Partner: WAYNE C. DURDIN
Address: 38 Ellingworth Parade, Box Hill VIC 3128
Dated this 23rd day of February 2016