



Australian Military Medicine Association

Annual Report to Members 2009/10

Council Members

President: Dr Greg Mahoney

Vice-President: Dr Nader Abou-Seif

Treasurer: Dr Neil Westphalen

Secretary: Dr Janet Scott

Council Members:

Mr Kerry Clifford
Dr Stephanie Hodson
Dr Andrew Robertson
Mr Geoff Robinson

Public Officer: Ms Paula Leishman

Table of Contents

President's Report	3
Secretary's Report	4
Journal & Financial Report	5
Income Statement	8
Balance Sheet	9
Profit & Loss Statement	10
Statement of Appropriations	11
Notes to the Financial Statements	12
Statement by Members of the Committee	15
Independent Audit Report	16



President's Report

I am pleased to present the Annual Report of the Australian Military Medicine Association for the year ended 30th June 2010.

Each year seems to present significant challenges to the Association in the areas of membership, finances and the publication of the journal.

As the world struggles with a lingering global financial crisis, the Association Council and secretariat is working hard to ensure our future by encouraging membership by responding to their needs, providing a quality conference equal to any on the world stage, and by continuing to improve the journal publication.

Membership

While the membership appears to have stabilised it remains an area of concern to the executive. The reduction in numbers of uniformed and reserve members of the ADF in the Health Command, posting cycles and, the reluctance by the next generation of health care professionals to become engaged in professional associations are issues with which we will have to continue to deal with in the Association.

The Association is seeking to broaden its membership by increasing its profile in the community and by engaging and appealing to the wider health community.

Journal

As with previous years, *The Journal of Military and Veterans' Health* presents as the major challenge to the Association. The Journal continues to have difficulty in attracting quality articles in spite of the efforts of the Editorial Board and International Advisory Committee. While the Journal does have Medline status, it doesn't have a rating and so it is caught in the unenviable situation of *without copy it can't be cited and without citations and a rating it can't attract copy*.

Over the last 12 months, members of the Council and Board have addressed this situation by entering negotiations with the Board of ADF Health with a view to having a joint publication while maintaining editorial independence. To date, no firm resolution has been achieved other than a desire by both parties to improve the status and copy of both publications.

Furthermore, the journal continues to be unable to meet its publication costs from membership revenue.

Although it should be acknowledged that through the efforts of the Board and secretariat that there has been an increase in advertising revenue and sponsorship over the last year and I would particularly like to express our appreciation of the Department of Veterans' Affairs' generous donation.

Conference

Our 18th annual conference on the Gold Coast was a resounding success with over 300 delegates. From the keynote address by former Australian of the year, Dr Fiona Woods, to the final presentations by members of 3HSB, the breadth and quality of the conference was outstanding.

The success of the conference was, as always, due to the tremendous efforts of our Vice President, Nader Abou-Seif, and the organising committee along with Renee from the secretariat. Their steady hand, financial prudence, and negotiating skills has meant that the Association has continued to provide a recognised world class conference attracting speakers of high quality from around the world. I think that the Association is indeed fortunate to have a committee which is so dedicated and hard working as Nader and his team.

Financial

A detailed Financial Report is separately presented.

The Association's result for FY 2009/10 continues to reflect the impact of the additional costs of producing *JMVH* and, as with last year, these additional costs have been able to be offset by the surplus from the conference and have mitigated the impact on the overall financial result.

In 2009, the Council adopted a 3-year financial plan, which has assisted in identifying strategies to ensure the financial viability of the Association. Under the guidance of our capable, but retiring treasurer, the Association's banking and accounting arrangements have been altered to better allow Council to monitor the costs of the three major streams of activity — general administration, conferences and the journal. Council continues to aim to achieve a situation where each of these streams is financially self-sufficient.

I would like to acknowledge the efforts of our retiring treasurer, Captain Neil Westphalen RAN, who over the last two years has overseen the transformation of the Association accounts. Not only will the Council

President's & Secretary's Report

miss his financial oversight but his contributions to running of the Council were invaluable. Neil could always be relied upon for a considered and appropriate input during Council deliberations.

Conclusion

I believe that the Association's future, while not without challenges, is secure. It is secure because its membership is committed to providing the best possible health outcomes for the military and veterans' population and it is secure because there is a hard working team seeking the best outcomes for its membership.

As we enter our 20th year, I would like to thank Council for their hard work and support over the year. Each member has been important to the continued success

of the Association. Finally, I would like to thank our secretariat, Paula Leishman and Associates, and in particular Paula, Leanne and Renee. They have been with us from the beginning and I am sure that my fellow past and present Council members would agree that the relationship has been more than a symbiotic business arrangement.

I, along with Council, also wish to thank you, our members, for your continued support and encouragement throughout the year.

Greg Mahoney

President

Secretary's Report

Since the last AGM on the Gold Coast, AMMA Council has had two face to face meetings, the first combined with a site inspection of the Canberra International Convention Centre, and the second on the evening of the conference's opening.

In addition, there have been three teleconferences and like last year numerous email chains discussing various issues, some of which will be presented in the Annual General Meeting. All meetings have been well attended, with most apologies received from council members who have been deployed.

Membership

At 30 September 2010, there are 219 financial members, and 67 unfinancial.

These figures compare with 188 at the same time last year and 273 in 2008, 257 in 2007. In 2007 and 2008, no differentiation was made between financial and no financial members, so although the overall trend is downwards, direct comparisons cannot be made.

Members are sent renewal notices in May and reminders in July. This year some members did not receive their renewal notices until late June due to computer

problems.

Should 6 months lapse with no payment from an individual member then they are deemed non-members and removed from the membership register. Council and the secretariat intend to enforce this rule from 2011 to minimise the time and cost involved in following up unpaid dues.

Membership Survey

Last year's web based survey did not yield sufficient responses to be considered statistically accurate, so Council has decided to perform a written survey of all conference registrants, whether or not they are members in a bid to ascertain what may encourage members and thus ensure the long term viability of the association. After all, the association exists for the benefit of its members. The preliminary results will be provided at the AGM.

JF Scott

Secretary

Journal Report

This has been a year of change, with the previous Editor-in-Chief, Dr Russ Schedlich, stepping down. As a previous Editor of *Australian Military Medicine*, I have been asked to step back in and take over the reins. Fortunately, having farewelled Leanne Bleathman last year, we have been able to welcome her back this year. Leanne remains a key lynchpin in the organisation of the Journal and is well versed in both the foibles of the Editorial team and how to keep us moving forward.

Four editions of the Journal have been produced at the time of submission of this Report. These editions include the Abstract report of the 2009 Annual Scientific Meeting of the Australian Military Medicine Association and the South Australian Defence and Research Paper Day. This included 43 and 15 abstracts. The other Journal editions have included fourteen research and practice related papers in the forms of original research articles, short communications, review articles, case studies and abstracts from the literature. Other forms of submission published this year have been Editorials in each edition, letters to the editor, biographies, a

number of historical papers, obituaries, and several book reviews per edition with a report of honours and awards.

We have also seen a recommitment of both the Editorial Committee and the International Advisory Committee, with agreement to move to electronic submission for the Journal and several themed Journals in 2011. Obtaining submissions and sourcing reviewers in specialised areas remains our biggest issue. Members are encouraged to submit papers and register if they wish to become a reviewer.

Nevertheless, the Journal has published high quality papers from a wide range of contributors internationally, both civilian and military, from Corporal to Rear Admiral. In producing this, I would like to thank both the editorial staff at Leishman Associates and the other members of the Editorial Committee, particularly the Managing Editor, Associate Professor Scott Kitchener.

Dr Andy Robertson CSC

Editor-in-Chief JMVH

Financial Report

I am pleased to present the Financial Report of the Australian Military Medicine Association for FY 2009/10.

I can report that the Association's accounts have been audited and the Auditor has formed the opinion that the financial report fairly represents the financial position at 30 June 2010 and the financial performance for the year then ended. However before moving to a summary of the results, reference should be made to changes in how the Association manages its finances.

Financial Management Changes

It may be recalled from last year's report that Council had begun to revise the Association's financial management processes, to improve day-to-day understanding of its income and expenditure streams.

This has allowed Council to begin to better manage costs, and to identify sources for future funding.

Following the selection of the ADCU as the most suitable financial institution in FY 2008-09, the Association's accounts have been allocated as follows:

- S1 transaction account (pre-existing).
- S6 cheque account (pre-existing). It has not been possible to close this account as it is still used for some cheque transactions.
- S20 account (pre-existing). This is used for general administration, with the intent that this function will be funded by membership fees.
- S20.1 account for the conference, funded by conference fees.
- S20.2 account has been established for the journal. This is presently being funded by a combination of conference fees and sponsorships. It is intended that the journal account will eventually only use the latter.
- The Association's NAB account was closed on 26 Feb 2010.

Result

The Auditor's Report and Financial Statements form an attachment to the Annual Report. These indicate that as of 30 June 2010:

- *Nett Assets.* The Association had nett assets of \$211,909. Twelve months previously, the assets were \$102,482, representing a gain of \$109,427. This reflects substantial increases in sponsorship and advertising income and (to a lesser extent), more delegates for the 2010 combined AMMA/JHC Conference.
- *Memberships.* Membership fees totalling \$34,757 were received, compared to only \$2,210 in 2009.
- *Conferences.* Conference expenses totalled \$230,419, compared to \$203,964 as of the same time in 2009. Conference management expenses were \$30,077 in 2010, compared to \$25,162 in 2009. It should be noted that these figures do not represent the expenses for a particular conference, but all expenses associated with the forthcoming and previous conferences received as of the end of each financial year.
- *Journal.* The journal cost only \$20,855 in 2010, compared to \$27,337 in 2009, however much of this difference stems from when bills were received before /after the end of the relevant FY.
- *General Administration.* In summary:
 - Council meetings cost only \$4,094, compared to \$4,954 in 2009.
 - Secretarial expenses have remained constant (\$24,031 in 2010 compared to \$24,642), and there have been reductions in postage, telephone and stationery costs.
 - The largest increase was in website expenses (\$8,690 in 2010 compared to \$1,519 in 2009). This stems from a new web-based membership database, a web-based abstract manager for the 2010 conference, and other online management costs and fees for the 2009 and 2010 conference websites.
 - Accountancy, freight / cartage, merchandise storage, and legal costs have also increased, albeit by relatively small amounts.

Conclusion

Changes regarding how the association's finances are organised have now been completed, apart from developing a specific financial stream for the journal. Time will tell whether these changes will achieve the aim of allowing Council to better manage costs, and to identify sources for future funding. Although the number of financial members has improved in the last 12 months, there is a need to continue work on expanding overall membership numbers if the association is to remain strong. Even so, it is considered that the Association has significantly improved its financial condition since 2008-09, largely because of increased sponsorship and advertising. This will need to be sustained in order to contain Conference and memberships costs, and to provide a dedicated financial stream for the journal.

Neil Westphalen

Treasurer

Australian Military Medicine Association Inc.

**Annual Report
for the Year Ended 30 June 2010**

<i>Contents</i>	<i>Page</i>
Income Statement	8
Balance Sheet	9
Profit & Loss Statement	10
Appropriations Statement	11
Notes to the Accounts	12
Statement by Members of the Committee	15
Independent Audit Report	16

Appendix: List of Committee

Prepared by:
Macquarie Accounting
Level 2, 18 Elizabeth Street
Hobart Tas 7000
Phone - 03 6224 6400
Fax - 03 6224 6401
E-mail - admin@maquarie-accounting.com.au

Australian Military Medicine Association Inc.
Income Statement
For the Year ended 30 June 2010

	Note	2010 \$	2009 \$
Revenue		445,710	281,025
Finance Costs		28	-
Other Expenses		336,256	300,966
Profit before Income Tax	2	<u>109,426</u>	<u>(19,941)</u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in
conjunction with the attached Compilation Report.*

Balance Sheet

Australian Military Medicine Association Inc. Balance Sheet As at 30 June 2010

	2010	2009
	\$	\$
Equity		
Retained Profits	211,909	102,482
Total Equity	<u>211,909</u>	<u>102,482</u>
Represented by:		
Current Assets		
ADCU (S20 Star Saver)	177,564	47,590
ADCU (S20.1 Star Saver)	1,603	6,760
ADCU (S1 Access)	30,342	24,974
ADCU (S20.2)	500	-
ADCU (Savings S6 Mess)	4,520	498
NAB Cheque Account	-	2,166
Trade Debtors	6,044	9,722
Prepayments	-	8,750
Provision for GST	-	120
	<u>220,573</u>	<u>100,580</u>
Non-Current Assets		
Library At Cost	1,902	1,902
	<u>1,902</u>	<u>1,902</u>
	<u>1,902</u>	<u>1,902</u>
Total Assets	<u>222,475</u>	<u>102,482</u>
Current Liabilities		
Provision for GST	10,566	-
	<u>10,566</u>	<u>-</u>
Total Liabilities	<u>10,566</u>	<u>-</u>
Net Assets	<u>211,909</u>	<u>102,482</u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in
conjunction with the attached Compilation Report.*

Australian Military Medicine Association Inc.
Profit and Loss Statement
For the Year ended 30 June 2010

	2010	2009
	\$	\$
Income		
Memberships	34,757	2,210
Annual Conference	266,999	218,805
Sponsorship & Advertising	140,073	58,848
Interest Received	3,582	992
Other Revenue	299	170
	445,710	281,025
Expenditure		
Audit Fees	1,400	1,000
Annual Conference Management	30,077	25,162
Annual Conference	230,419	203,964
Accountancy	4,040	1,498
Bank Charges	3,190	2,971
Freight & Cartage	1,256	108
Insurance	1,238	1,230
Interest Paid	28	-
Journal Costs	20,855	27,337
Legal Costs	2,567	-
Merchandise Storage	2,133	1,676
Postage, Telephone & Stationery	574	1,641
Printing	238	-
Prizes	445	600
Secretariat Expenses	24,031	24,642
Sundry Expenses (AGM)	1,009	2,664
Travelling Expenses	4,094	4,954
Website Expenses	8,690	1,519
	336,284	300,966
Profit before Income Tax	109,426	(19,941)

*The accompanying notes form part of these financial statements.
 These financial statements have not been subject to audit or review and should be read in
 conjunction with the attached Compilation Report.*

Australian Military Medicine Association Inc.
Statement of Appropriations
For the Year ended 30 June 2010

	2010	2009
	\$	\$
Retained Profits - Beginning of Year	102,483	122,423
Profit before Income Tax	<u>109,426</u>	<u>(19,941)</u>
Profit after Income Tax	<u>211,909</u>	<u>102,482</u>
Unappropriated Profit at 30 June 2010	<u><u>211,909</u></u>	<u><u>102,482</u></u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in
conjunction with the attached Compilation Report.*

Australian Military Medicine Association Inc.
Notes to the Financial Statements
For the Year ended 30th June 2010

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (Tas). The committee has determined that the association is not a reporting entity.

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

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) 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. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(b) Property, Plant and Equipment

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

The depreciable amount of all fixed assets are 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.

(c) Revenue and Other Income

Revenue is measured at the 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 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 provision of membership subscriptions is recognised on a straight line basis over the financial year.

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

These notes should be read in conjunction with the attached Compilation Report.

Australian Military Medicine Association Inc.
Notes to the Financial Statements
For the Year ended 30th June 2010

(d) **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 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 balance sheet are shown inclusive of GST.

These notes should be read in conjunction with the attached Compilation Report.

**Australian Military Medicine Association Inc.
Notes to the Financial Statements
For the Year ended 30th June 2010**

	2010	2009
	\$	\$
2. Profit		
Expenses		
Annual Conference Management	30,077	25,162
Bank Charges	3,190	2,971
Freight & Cartage	1,256	108
Insurance	1,238	1,230
Postage, Telephone & Stationery	574	1,641
Printing	238	-
Other Expenses	299,683	269,854
	<u>336,256</u>	<u>300,966</u>
3. Trade and Other Receivables		
Current		
Trade Debtors	6,044	9,722
Provision for GST	-	120
	<u>6,044</u>	<u>9,842</u>
Total Trade and Other Receivables	<u>6,044</u>	<u>9,842</u>
4. Property, Plant & Equipment		
Plant & Equipment		
Library At Cost	1,902	1,902
	<u>1,902</u>	<u>1,902</u>
Total Plant & Equipment	<u>1,902</u>	<u>1,902</u>
Total Property, Plant & Equipment	<u>1,902</u>	<u>1,902</u>
5. Trade and Other Payables		
Current		
Provision for GST	10,566	-
	<u>10,566</u>	<u>-</u>
Total Trade and Other Payables	<u>10,566</u>	<u>-</u>

These notes should be read in conjunction with the attached Compilation Report.

Statement by Members of the Committee

Australian Military Medicine Association Inc. Statement by Members of the Committee

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 as set out in the accompanying financial report;

1. Presents a true and fair view of the financial position of Australian Military Medicine Association Inc. as at 30 June 2010 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Australian Military Medicine Association 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 Committee and is signed for and on behalf of the Committee by:


.....
President: Dr Greg Mahoney


.....
Treasurer: CMDR Neil Westphalen

Dated 21/9/10

**Australian Military Medicine Association Inc.
Independent Audit Report
to the Members of
Australian Military Medicine Association Inc.**

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Australian Military Medicine Association Inc. (the association), which comprises the balance sheet as at 30 June 2010, and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act (Tas) and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. 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 judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity'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.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act (Tas). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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 Australian professional ethical pronouncements.

**Australian Military Medicine Association Inc.
Independent Audit Report
to the Members of
Australian Military Medicine Association Inc.**

Auditor's Opinion

In our opinion, the financial report of Australian Military Medicine Association Inc. presents fairly, in all material respects the financial position of Australian Military Medicine Association Inc. as of 30 June 2010 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 Associations Incorporation Act (Tas).



John Langford
Macquarie Accounting Pty Ltd
Dated this...17th...day of..August...2010



Australian Military Medicine Association

