



**2022-2023**

# **ANNUAL REPORT**

**AUSTRALIAN INSTITUTE FOR THE  
CONSERVATION OF CULTURAL  
MATERIALS**

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# PRESIDENT'S REPORT

This is AICCM's 50th anniversary year and our 50th AGM as an incorporated association. It's an honour to be the President of AICCM at this point in our history and I'd like to start by acknowledging the extraordinary work of all the National Councils before us. It's because of their hard work and dedication that we have a conservation profession in Australia, and this strong professional association. We've all benefited from their work and I'm privileged to have been able to contribute to their legacy.

The 2022-23 calendar year saw life return to 'relative' normal after the rollout of the vaccine program. AICCM has gradually returned to in-person events, particularly at a Divisional level, though virtual events have still proved popular. In 2022 the Exhibitions SIG ran a virtual symposium, Building Inclusive and Sustainable Practices, along with an in-person workshop held in Adelaide.

2022 was not without its challenges, however, with devastating floods in northern NSW and QLD earlier in the year and extensive flooding in Victoria and NSW later in the year. AICCM's Disaster Preparedness Committee and other members worked very hard to bring help to affected communities, and AICCM was able to give out four Emergency Assistance grants to conservators working directly with flood-affected museums and historical societies. The Disaster Preparedness Committee also launched the second iteration of the AICCM Disaster Preparedness Calendar, which was made freely available as a download on the AICCM website as well as a limited quantity of print copies.

Much of AICCM activity in 2022-23 has focussed on 50th anniversary preparations, including the 50th edition of the Bulletin (lead by Bulletin editor Nicole Tse and the editorial committee) and the National Conference planning committee, lead by Committee Chair Celia Cramer. The conference will be held in November of 2023, in Canberra.

2022 also saw a new political landscape with the release of the National Cultural Policy, Revive, by the new Federal government. AICCM National Council prepared a submission calling for First Peoples cultural heritage preservation initiatives, support for collections and heritage in regional areas, digitisation of at-risk magnetic media, integration of heritage and culture into existing Federal and State disaster preparedness infrastructure, reversing increases to tertiary and further education fees, an end to efficiency dividends for our federal institutions, a new national conservation policy, and formation of a new equivalent of the Heritage Collection Council to coordinate cultural heritage activities on a national level.

AICCM was also approached to review and submit recommendations to Round 1 of the Australia and New Zealand Standard Classification of Occupations (ANZSCO) review. Amongst other things, we recommended revisions to the definition of 'conservator' as a profession, and the list of specialisations. The review is ongoing, with a draft due to be available for feedback in mid 2024 and the review finalised by December 2024.

A big piece of work was done to achieve Australian Registered Charity status for AICCM, required under recent legislation in order to retain our Deductible Gift Recipient status. This comes with some new reporting requirements, but also potentially broadens our philanthropic opportunities into the future.

National Council also undertook preparatory work in order to appoint an Executive Officer (nearly realised), including preparation of a position description and reviewing our responsibilities as an employer with Fairwork Australia.

As we look towards the next 50 years I'd like to acknowledge two key current projects. First is the work of the Development Committee in developing AICCM's inaugural fundraising project, \$50k for 50 years. We will be raising funds up until the National Conference, when we'll announce the recipients of the grant projects, but the response to the fundraiser in 2022-23 was phenomenal, with about \$30,000 raised at the close of the financial year. I'd like to thank our outgoing Vice President Grace Barrand for exceptional work in imagining, leading, and delivering this work and the Development Committee for their generous gift of time and experience - for me, every meeting with them was like a masterclass.

I'd also like to thank the members of AICCM's Reconciliation Committee for the work they have done to develop a Stage 1 'Reflection' Reconciliation Action Plan (RAP) for AICCM. In the 'reflection' stage we will look more closely at how AICCM can meaningfully work towards reconciliation within our industry, for example by running a stakeholder mapping workshop and participating in National Reconciliation Week. The RAP will be launched at the National Conference.

Lastly I'd like to thank the Australian Decorative and Fine Arts Society (ADFAS) and the Patricia Robertson Fund, who in 2022 committed to another three years of philanthropic support for AICCM. ADFAS fund our mid-career scholarships and student of the year awards, and have provided such wonderful opportunities for both emerging and mid-career conservators.

**Alice Cannon**  
**President**

# SECRETARY'S REPORT

## Meetings

The National Council met seven times (CM 213 - 219), during the 2022-23 financial year, satisfying the mandatory minimum of three meetings required by the AICCM Constitution. Six meetings were held online, one every two months, plus the annual in-person planning meeting held in Melbourne on 19-20 May. The Executive, which includes the President, Vice President, Treasurer, Secretary and Secretariat, met online six times throughout the financial year, with additional matters resolved using Basecamp. The AICCM National Annual General Meeting #49 was held online on Tuesday 4th October 2022.

## Membership

Membership renewal takes place at the start of the calendar year. Membership in all categories remained steady except for Life Memberships, which increased with the award of four AICCM Medals in 2022. The number of AICCM Professional Members has risen by one in the past year from 130 to 131.

*Table 1: Membership status as of the 2021, 2022 and 2023 Annual General Meetings*

MEMBERSHIP STATUS	AS OF AGM SEPTEMBER 2023	AS OF AGM SEPTEMBER 2022	AS OF AGM SEPTEMBER 2021
<b>Current</b>	622	622	611
<b>Grace</b>	0	0	0
<b>Expired</b>	768	715	665

Table 2: Membership numbers by category

MEMBERSHIP CATEGORY	2022-23	2021-22	2020-21	2019-20	2018-19
<b>Australian Individual</b>	359	360	351	371	363
<b>Overseas Individual</b>	16	17	16	13	12
<b>Australian Organisation</b>	22	24	21	22	24
<b>Overseas Organisation</b>	8	8	6	6	8
<b>Australian Concession</b>	36	39	43	34	33
<b>Honorary</b>	5	5	5	6	5
<b>Complimentary Student</b>	78	69	67	68	62
<b>Overseas Concession</b>	0	1	1	1	1
<b>Reciprocal</b>	12	12	12	12	12
<b>Australian Student</b>	54	61	59	60	61
<b>Overseas Student</b>	5	3	8	8	5
<b>Australian Life Member</b>	22	18	17	17	17
<b>Overseas Life Member</b>	4	4	4	4	4
<b>Australian Voluntary-run Organisation</b>	1	1	1	1	1
<b>Total Current</b>	622	622	611	623	608

Table 3. Professional membership numbers

	2022-23	2021-22	2020-21	2019-20	2018-19
<b>Professional Members</b>	131	130	128	120	118

## Website

Website statistics have been provided by our Website Editor Paul Coleman.

*Table 4. Website visits for financial year*

	2022-23	2021 -22	2020-21
<b>Users</b>	48,898	54,195	21,999
<b>Page Views</b>	165,000	185,171	80,311

*Table 5. Breakdown of visitation geography*

COUNTRY	USERS	PERCENTAGE
<b>Australia</b>	25,912	53%
<b>United States</b>	8,328	17%
<b>United Kingdom</b>	2,115	4%
<b>Canada</b>	981	2%
<b>New Zealand</b>	840	2%
<b>Philippines</b>	602	1%
<b>India</b>	599	1%
<b>Germany</b>	590	1%
<b>Italy</b>	512	1%
<b>Netherlands</b>	465	1%



Table 6. Top 5 visited pages

PAGE	PAGE VIEWS
<i>A summary of ultraviolet fluorescent materials relevant to conservation</i>	8,209
<i>Visual Glossary</i>	6,038
<i>Find a conservator</i>	5,789
<i>Jobs</i>	4,729
<i>Become a conservator</i>	4,667
<i>A summary of ultraviolet fluorescent materials relevant to conservation</i>	8,209
<i>Visual Glossary</i>	6,038
<i>Find a conservator</i>	5,789
<i>Jobs</i>	4,729
<i>Become a conservator</i>	4,667

Table 7. YouTube

	2022-23	2021-22	2020-21
<b>Views</b>	779	2138	1,067
<b>Watch hours</b>	141	732	151
<b>Subscribers</b>	+6	+35	+30

## Social Media

Social media statistics have been provided by our outgoing Communications Officer Zora Sanders.

*Table 7. Social media statistics*

PLATFORM	2022-23	2021-22	2020-21	2019-20	2018-19
<b>Twitter followers</b>	920	934	858	792	676
<b>Facebook – page fans</b>	8658	8541	8007	7110	6574
<b>Facebook – average post reach</b>	3840	1791	981	1806	3022
<b>Instagram Followers</b>	416	244	NA	NA	NA
<b>eNews Subscribers</b>	2011	2168	1255	1118	958

Our Facebook post reach was boosted in the past month by the announcement post for the ADFAS mid-career scholarship, which reached 7,768 people across the platform. Otherwise Facebook reach is steady, but it is clear that many people are leaving Twitter, or 'X' as it is now called, as we have seen our first ever drop in follower numbers there. Instagram followers have almost doubled, and this is probably where we should focus more attention in future.

In August 2023 Zora Sanders stepped down as Communications Officer and Cheralyn Lim has taken over the role. This provides a good opportunity to reassess our social media presence and consider where and how we want to focus our efforts in future. Zora has achieved wonderful things for AICCM since she began in 2015 and we would like to thank her for her skills, enthusiasm, energy and for the unique voice she brought to the public face of AICCM.

**Amanda Wild**  
**Secretary**

# COMMITTEES

## State Divisions

### Australian Capital Territory

President: Ian Batterham

### New South Wales

President: Silvia Da Rocha

Vice President: Not filled

Secretary: Sophie Phillips

Public Officer: Colin McGregor

Ordinary Members: Sheldon Teare, Sayang Scharenguivel, Oliver Hull, Adam Godjin, Katrina Acton, Amy Heffernan, Camilla Norman

### Queensland

President: Amelia O'Donnell

Secretary: Emma Morrison

Treasurer: Michael Marendy

General Members: Marina Horvath, Cody Alexander, Kim Barrett, Dominic King

### South Australia & Northern Territory

President: Victoria Thomas

Secretary: Yuhong Zhang

Treasurer: Maria Kubik

Ordinary members: Jo Dawe (SA) Mary-Anne Gooden (SA) Carolyn McLennan (NT) Lilian Monk (NT) Filipa Quintela (SA) Lauren Ravi (NT)

### Tasmania

President: Jenny O'Connell

Treasurer: Lisa Charleston

Secretary: Freya Harrington

Public Officer: Katy Ross

## Victoria

President: Charlotte Walker

Secretary: Frances Paterson

Treasurer: Helen Gill

Ordinary Members: Elizabeth McCartney, Mar Cruz, Evan Tindal, Annabelle Williams, Sherryn Vardy, Danielle Measday

## Western Australia

President: Gaynor Ashford

Vice President: Claire Rowson

Treasurer: Stephanie Bailly

Note taker: Lorna Flynn

Ordinary members: Natasha Treloar, Cristina Albillos, Ian Macleod

## Development Committee

The Development Committee continued to lead the 50k for 50 Years anniversary campaign, with the goal of raising \$50,000 by our 2023 National Conference. In the 22/23 financial year a total of \$16,203 was raised, and 21 grant applications have been received for a share of the 50k project funding. An application to the Plus1 scheme, run by Creative Partnerships Australia, was submitted but was unsuccessful. The Development Committee has also initiated the planning of a breakfast event to build relationships with key philanthropic partners. The Committee has received advice from Lin Bender on the framing of this event, and we anticipate hosting the event in the 23/24 financial year with further support from Lin. The Committee met 10 times.

### Membership:

Grace Barrand (Chair)

Alice Cannon

Robyn Sloggett

Detlev Leuth

Carolyn Murphy

MaryJo Lelyveld

## Reconciliation Committee

The Reconciliation Committee continues to work towards finalising the AICCM Reflect Reconciliation Action Plan, to be launched at the National Conference. The Committee has collaboratively worked through two drafts – the second incorporating feedback from Reconciliation Australia – and the RAP is currently with Reconciliation Australia for endorsement. Agata stepped down as Committee Chair, and the Committee is currently scoping options for replacement in light of the Committee becoming the RAP working group in 23/24. The Committee met 5 times.

### Membership:

Agata Rostek-Robak  
Alice Cannon  
Briony Pemberton  
Carolyn McLennan  
Deborah Baldwin  
Eileen Procter  
Genevieve Sullivan  
Grace Barrand  
Maxine Holden  
Nick Flood  
Sophie Lewincamp  
Tash Trenear

## Professional Membership Committee

Sherryn Vardy  
Noni Zachri  
Matteo Volonte

## Disaster Committee

Sarah-Jane Rennie (Chair)  
Christine Ianna  
Caroline McLennan  
Julie McCarthy  
Mar Cruz  
Kay Soderlund  
Tegan Anthes  
Noni Zachri

## Special Interest Group Convenors

Emerging Conservators: Annabelle Williams and Bella Lipson-Smith

Book and Paper: Analiese Treacy, Jennifer Todd, Caitlin Knight

Conservation Framers: Genevieve Tobin

Conservation Science: Petronella Nel

Electron: Lisa Mansfield, Candice Cranmer, Rebecca Barnott-Clement

Exhibitions Conservation: Samantha Hamilton

Gilded Objects: Barbara Debrowa

Objects: Kasi Albert

Paintings: Eden Christian, Anurati Krishnamurthy

Photon: Monica Connors, Cheralyn Lim

Preventive Conservation: Rehan Scharenguivel, Jessica Gray

Textiles: Skye Firth, Kate Douglas

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# PARTNERS

## ADFAS

The Australian Decorative and Fine Arts Society (ADFAS) is AICCM's major partner and again generously sponsored our Student of the Year awards and the mid-career fellowship. We are so grateful for their continued support through the Patricia Robertson Fund (PRF).

## Blue Shield Australia

AICCM has been a member of Blue Shield Australia (BSA) for a number of years, with an AICCM representative regularly attending BSA meetings. The BSA representatives for 2022–23 were Kay Soderlund and Tegan Anthes, who provided valuable connections and proposals for ways to develop our partnership.

# ADVOCACY

## Cultural Policy

In 2022 the Federal Government released the new five-year National Cultural Policy, *Revive*.

AICCM National Council prepared a submission calling for:

- First Peoples cultural heritage preservation initiatives,
- support for collections and heritage in regional areas,
- digitisation of at-risk magnetic media,
- integration of heritage and culture into existing Federal and State disaster preparedness infrastructure,
- reversing increases to tertiary and further education fees,
- an end to efficiency dividends for our federal institutions,
- a new national conservation policy,
- and formation of a new equivalent of the Heritage Collection Council to coordinate cultural heritage activities on a national level.

## ANZSCO Occupations Review

Australia and New Zealand Standard Classification of Occupations (ANZSCO) invited the AICCM to review and submit recommendations to Round 1 of consultations.

AICCM recommendations included revisions to the definition of ‘conservator’ as a profession, and the list of specialisations.

Classification changes are informed by feedback received and the ANZSCO review is ongoing, with a draft due to be available for feedback in mid 2024 and the review finalised by December 2024.



## SELECTED EVENTS

Online webinars: Chinwag seminar series (SA)

Tour: Adelaide Holocaust Museum, November 2022 (SA)

Tour: "Meet the Artists" exhibition at SLQ, 6 June (QLD)

"Journal Club" 18 April (in-person and virtual) held at SLQ (QLD)

Lecture: Photographic digitisation and conservation at the Australian Museum (NSW)

'Off-the-record' seminars (VIC):

- ADFAS mid-career scholarship reports presented by Sherryn Vardy, Charlotte Walker and Elizabeth McCartney, and presentation of Conservation of Bullumwaal Stage curtain by Sabine Cotte and Sherryn Vardy, 1 December 2022
- Helen Gill spoke about her recent work conserving paintings in Greenland, and Dani Measday spoke about her time aboard the Investigator ship preserving deep sea specimens, 22 May

# AWARDS

In 2022 nine awards were presented across five categories at the online Awards Ceremony presided over by Alice Cannon. Many thanks to the judging panel who reviewed the award applications and helped decide the recipients.

## The AICCM Medal

Cobus Van Breda  
Ian Batterham  
Robin Hodgson  
Suzanne Chee

## AICCM Conservator of the Year

Michael Marendy

## AICCM Student Conservator of the Year

Daniel Bornstein (University of Melbourne)  
Belinda Muir (University of Canberra)

## Outstanding Service to the Profession

Bruce Ford

## Outstanding Conservation Treatment of the Year

### Loong Conservation Project

Team Members: Penny Tripp, Dr Holly Jones-Amin, Marica Mucic, Dr Evan Tindal, Dr Reyhane Mirabootalebi, Tina Kalliakmanis, Ellie Bernard, Jordi Casasayas, Lisa Yeats, Peter Mitchelson, Camielle Fitzmaurice.

Masters of Cultural Materials Conservation students: Jingwen Wang, Isabel Walker, Gemma Ghoukassian, Larry Edwards, Gabriel Garde; and recent graduate John Morrison.

Local conservator: Jude Schahinger

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In 2022 three ADFAS Scholarships were presented at the online Awards Ceremony by ADFAS.

### **ADFAS Armidale Mid-Career Scholarship**

Evan Tindal

### **ADFAS Mid-Career Scholarship**

Jennifer O'Connell

### **ADFAS Bowral Mid-Career Scholarship**

Peter Mitchelson



# PUBLICATIONS

## AICCM Bulletin

### Editor

Dr Nicole Tse (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

### Editorial board

Ian Batterham (University of Canberra, Australia)

Tharron Bloomfield (Heritage New Zealand Pouhere Taonga, Auckland, New Zealand)

Dr Sabine Cotte (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Dr Caroline Kyi (Wall Paintings Conservator, Australia)

Amanda Pagliarino (Queensland Art Gallery-Gallery of Modern Art, Australia)

Hakim Abdul Rahim (University of Canberra, Australia)

Dr Marcelle Scott (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Asti Sherring (National Museum of Australia, Australia)

Erina McCann (Tiaki Objects Conservation, Australia)

Sherryn Vardy (Gippsland Heritage Conservation, Australia)

Isabelle Waters (International Conservation Services, Australia)

### Editorial assistants

Jessica Argall (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Daniel Bornstein (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Emma Dacey (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Ann Fuata (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Liam Holmes (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Emily Hornum (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Cheralyn Lim (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

Belinda Miur (CSIRO Canberra)

Ellie Thomas (Grimwade Centre for Cultural Materials Conservation, The University of Melbourne, Australia)

## Journal metrics

### Usage

9K 2022 annual downloads

### Citation metrics

0.113 (2022) SJR

## Volume 42.2 and 43.1

### Volume 42.2, 2022 online & print copy

- Tse, N 2021, 'Editorial', *AICCM Bulletin*, vol. 42, no. 2, p.81, DOI: [10.1080/10344233.2021.2144632](https://doi.org/10.1080/10344233.2021.2144632)
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- Treacy, A, Todd, J & Knight, C 2022, 'Editorial', *AICCM Bulletin*, vol. 43, no. 1, pp. 1-2. [doi.org/10.1080/10344233.2022.2157585](https://doi.org/10.1080/10344233.2022.2157585)
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## TREASURER'S REPORT

As of 30 June 2023, the AICCM had assets at **\$486,887** representing an increase of **\$63,183 (13%)** on this time last year.

In 2022/23 Financial Year, AICCM had income **\$216,578** with expenses of **\$148,587** representing a surplus of **\$67,991**. Income was **\$34,213 (19%)** more than budget resulting from better than average income in many areas in particular advertising, events, and membership. Donation income was less than anticipated.

Expenses were **\$53,000 (26%)** below the budgeted **\$201,788** at **\$148,522**. With the largest underspend being costs associated with the Executive Office position, and Bulletin printing which remains one cycle behind.

The draft budget for the 2023-24 Financial Year anticipates income of **\$302,000** which includes significant sponsorship and registration for the National Conference and further donations towards the \$50K for 50 years campaign. Expenses are predicted to increase to **\$349,420** including the cost of the Executive Office commencing in late 2023 and National Conference costs, and an additional cycle of Bulletin printing. This budget anticipates a loss of **\$47,420** for the financial year.

*Table 8: 2022/23 income, expenditure, and operational surplus budget versus actual*

22/23 FY	BUDGET	ACTUAL
<b>Income</b>	\$182,365	\$216,578
<b>Expenditure</b>	\$201,788	\$148,587
<b>Surplus/Loss</b>	<b>-\$19,423</b>	\$67,991

*Table 9: Income, expenditure, and operational surplus since 2018, and 23/24 budget*

YEAR	18/19	19/20	20/21	21/22	22/23	23/24 BUDGET
<b>Income</b>	\$335,258	\$103,265	\$147,868	\$168,521	\$216,578	\$302,000
<b>Expenditure</b>	\$307,781	\$224,895	\$108,808	\$108,711	\$148,587	\$349,420
<b>Surplus/Loss</b>	\$27,477	<b>-\$121,630</b>	\$39,060	\$59,910	\$67,991	<b>-\$47,420</b>

Figure 1: Income from 2011-2023

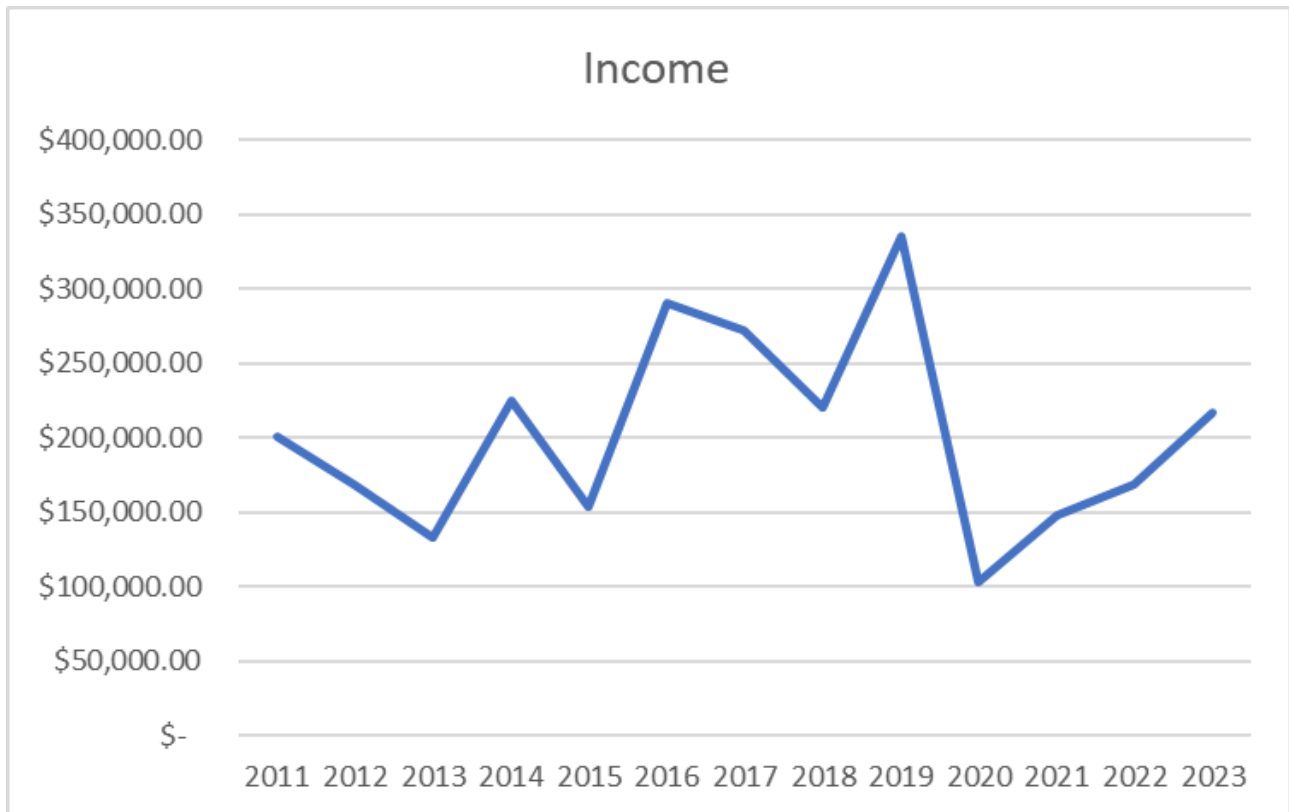
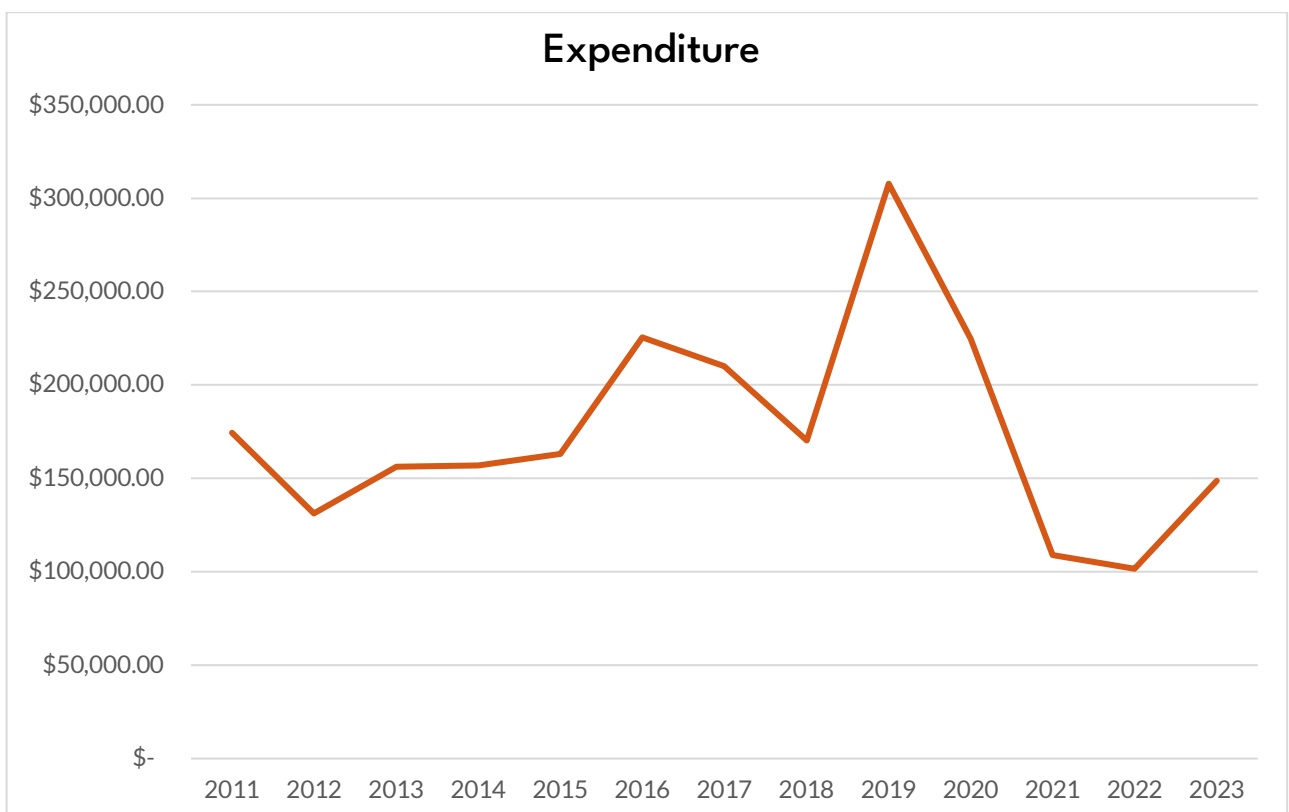
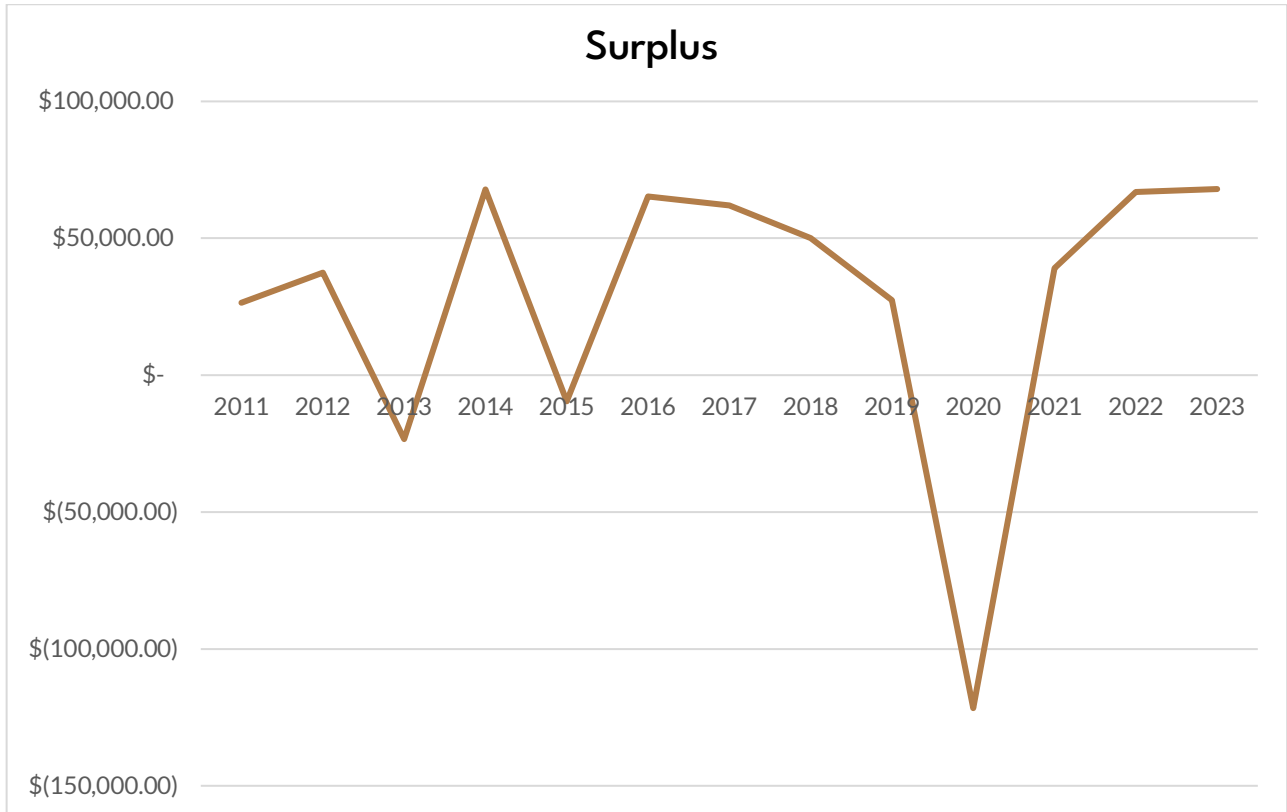
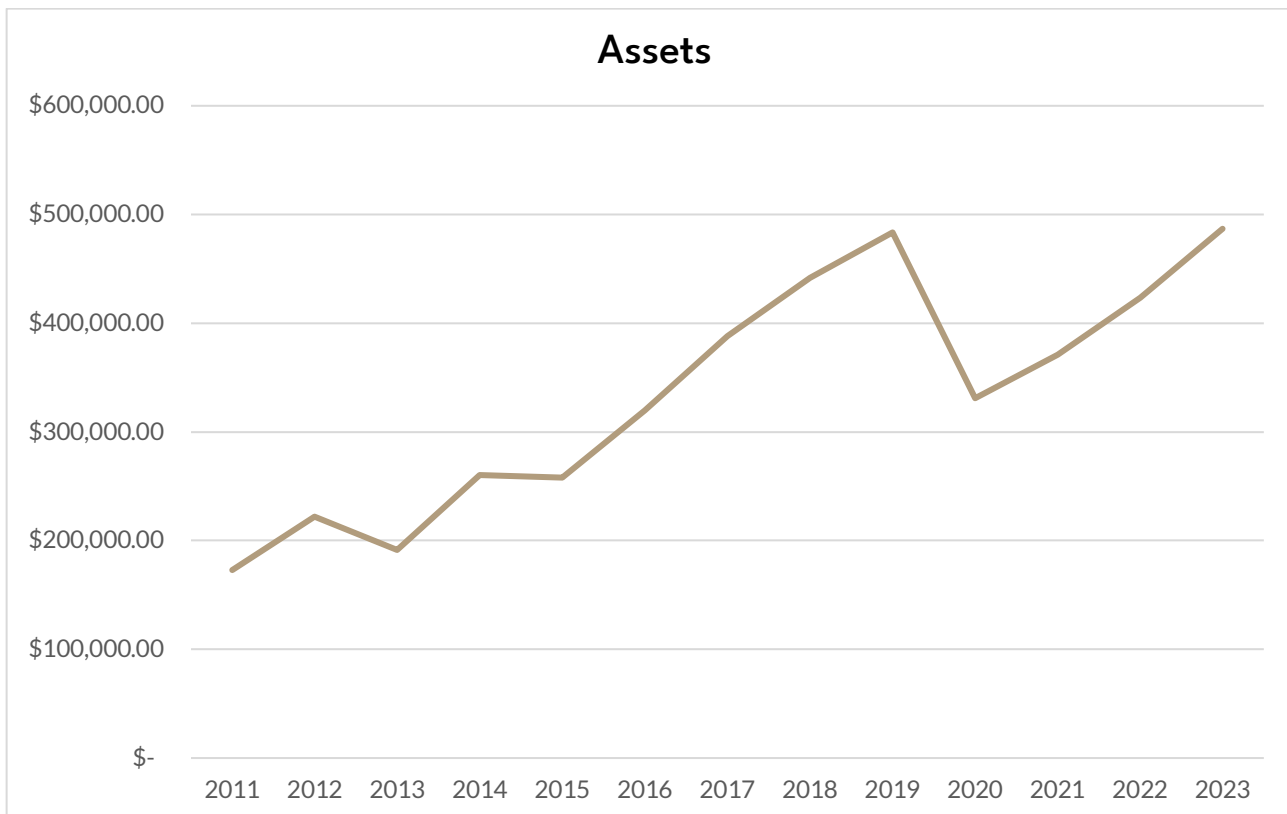


Figure 2: Expenditure from 2011-2023





*Figure 3: Surplus from 2011-2023**Figure 4: Assets from 2011-2023*

Figures 5 to 14 represent AICCM income breakdown by source from 2013 to 2023.

Figure 5

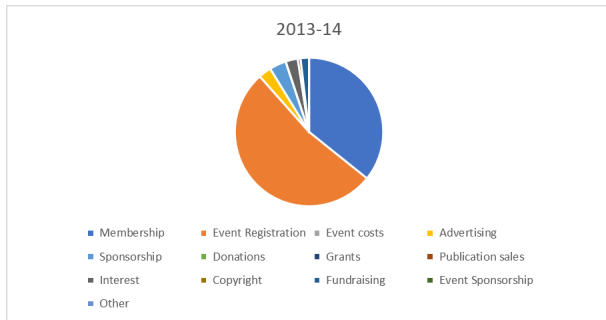


Figure 6

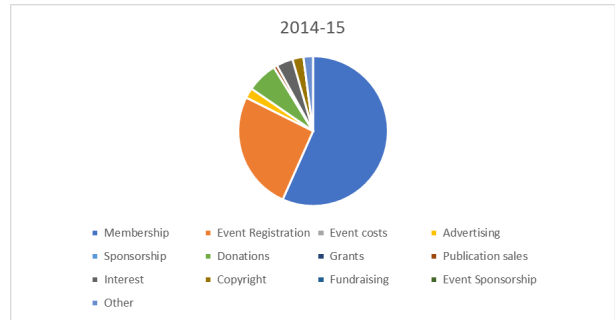


Figure 7

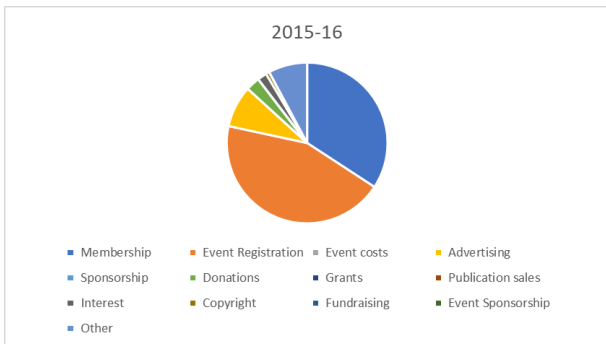


Figure 8

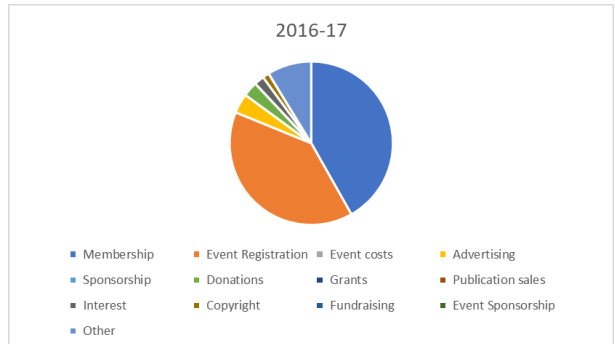


Figure 9

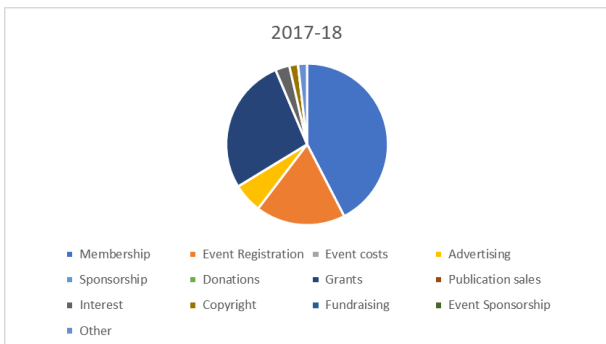


Figure 10

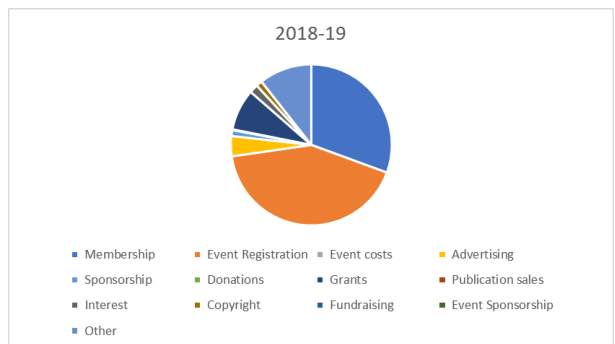


Figure 11



Figure 12



Figure 13



Figure 14



# AUDITED FINANCIAL STATEMENTS

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL  
INCORPORATED

Financial Statements  
For the year ended 30 June 2023

**R. J. Sanderson & Associates Pty Ltd**  
60 Robinson Street  
Dandenong 3175

Phone: 03 9794 0010 Fax: 03 9794 0221

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED**  
**Detailed Profit and Loss Statement**  
**For the year ended 30 June 2023**

	2023	2022
	\$	\$
<b>Income</b>		
Memberships subscriptions	116,058	105,310
Advertising income	23,957	20,125
Sponsorship income	8,000	7,118
Donations	16,252	12,654
Copyright income	4,594	4,395
Event sponsorship income	36,818	4,318
Registration - events	7,168	10,100
Interest received	1,231	2,001
Other income	2,500	2,500
<b>Total income</b>	<b>216,578</b>	<b>168,521</b>
<b>Expenses</b>		
AGM & council meeting expense	4,312	
Audit fees	4,064	4,064
Bank fees and charges	3,018	2,749
Bookkeeping fees	6,458	6,020
Bulletin Expenses	19,158	
Capitation fees distributed	4,865	4,669
Consultants fees	14,539	16,499
Council Member Training & Support	1,332	682
Postage & handling	774	402
Events expenses	14,780	5,883
Grant disbursements	4,962	1,000
Insurance	4,155	3,796
Legal/licence fees	50	87
Member awards	6,109	3,616
Newsletter expenses	1,500	1,820
Printing & stationery	4,321	3,671
Secretarial expenses	44,760	43,577
Student sponsorships		200
Subscriptions	1,822	1,731
Teleconference costs	770	770
Website expenses	6,838	7,475
<b>Total expenses</b>	<b>148,587</b>	<b>108,711</b>
<b>Net Profit from Ordinary Activities before income tax</b>	<b>67,991</b>	<b>59,810</b>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED**  
**Detailed Balance Sheet as at 30 June 2023**

	Note	2023 \$	2022 \$
<b>Service's Funds</b>			
Retained earnings at the beginning		423,715	363,905
Net profit / (loss)		67,991	59,810
Less:			
<b>Total Proprietors' Funds</b>		<u>491,706</u>	<u>423,715</u>
<b>Represented by:</b>			
<b>Current Assets</b>			
<b>Cash Assets</b>			
PayPal clearing account		14,634	9,384
Cash at bank-Bank Australia		241,026	197,829
Cash at bank-Bank Australia term deposit		195,327	194,355
Cash at bank-Bank Australia cyber saver		2,224	1,924
Cash at bank-Bank Australia visa access		675	1,009
Cash at bank-Bank Australia public fund		31,523	21,972
Cash at bank- pin payments		1,478	760
		<u>486,887</u>	<u>427,233</u>
<b>Receivables</b>			
Trade debtors		12,590	1,275
		<u>12,590</u>	<u>1,275</u>
<b>Other</b>			
Funds held in advance		375	375
		<u>375</u>	<u>375</u>
<b>Total Current Assets</b>		<u>499,852</u>	<u>428,883</u>
<b>Total Assets</b>		<u>499,852</u>	<u>428,883</u>

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These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
 Compilation Report and Notes which form part of these financial statements.

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED**  
**Detailed Balance Sheet as at 30 June 2023**

	Note	2023 \$	2022 \$
<b>Current Liabilities</b>			
<b>Payables</b>			
Unsecured:			
Trade creditors		7,382	5,862
		7,382	5,862
<b>Current Tax Liabilities</b>			
GST clearing		764	(694)
		764	(694)
<b>Total Current Liabilities</b>		<b>8,146</b>	<b>5,168</b>
<b>Total Liabilities</b>		<b>8,146</b>	<b>5,168</b>
<b>Net Assets</b>		<b>491,706</b>	<b>423,715</b>

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These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
 Compilation Report and Notes which form part of these financial statements.

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED**  
**Statement of Cash Flows**  
**For the year ended 30 June 2023**

	2023	2022
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	204,032	165,794
Payments to Suppliers and employees	(145,609)	(108,952)
Interest received	1,231	2,001
Net cash provided by (used in) operating activities (note 2)	59,654	58,843
Net increase (decrease) in cash held	59,654	58,843
Cash at the beginning of the year	427,233	368,390
Cash at the end of the year (note 1)	486,887	427,233

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**These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
Compilation Report and Notes which form part of these financial statements.**



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED  
**Statement of Cash Flows**  
**For the year ended 30 June 2023**

2023

2022

**Note 1. Reconciliation Of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

PayPal clearing account	14,634	9,384
Cash at bank-Bank Australia	241,026	197,829
Cash at bank-Bank Australia term deposit	195,327	194,355
Cash at bank-Bank Australia cyber saver	2,224	1,924
Cash at bank-Bank Australia visa access	675	1,009
Cash at bank-Bank Australia public fund	31,523	21,973
Cash at bank- pin payments	1,478	760
	<u>486,887</u>	<u>427,233</u>

**Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit (Loss)**

Net profit (loss)	67,991	59,810
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	(11,315)	(725)
Increase (decrease) in trade creditors and accruals	1,519	(212)
Increase (decrease) in employee entitlements		(931)
Increase (decrease) in sundry provisions	1,459	901
Net cash provided by operating activities	<u>59,654</u>	<u>58,843</u>

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

Australian Institute For the Conservation of Cultural Material Incorporated  
**Notes to the Financial Statements**  
**For the year ended 30 June 2023**

**Note 3: Summary of Significant Accounting Policies**

This financial report is a special purpose financial report prepared in order to satisfy the requirements of Australian Institute For the Conservation of Cultural Material Incorporated to prepare a financial report. The entity has determined that the entity is not a reporting entity.

The financial report has been prepared in accordance with applicable Australian Accounting Standards.

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

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

**(a) Property, Plant and Equipment**

Property, plant and equipment are included at cost, independent of the Services' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the entity.

**(b) Inventories**

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

**(c) Provisions**

Provisions are recognised when the Service 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 reasonably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

**(d) 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.

**(e) 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 recognised related to the provision of services is determined with reference to the stage of completion of the transaction at the reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

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

**These notes should be read in conjunction with the attached audit report of R J SANDERSON & ASSOCIATES PTY LTD.**

Australian Institute For the Conservation of Cultural Material Incorporated  
**Notes to the Financial Statements**  
**For the year ended 30 June 2023**

**(f) Accounting for Leases – AASB 16**

The mandatory application and implementation of Accounting Standard AASB 16 has caused the following alterations to the presentation of the financial accounts.

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Service are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

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

**(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 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.

**(H) Going Concern – ASA 570**

The Accounting standard ASA570 requires the auditor to assess the appropriateness of management's going concern assumption for the relevant period for a period of at least twelve months from the date of the financial statements.

After due investigation and supply of evidence, it has been established, that in the absence of any subsequent abnormal event, the Service passes the going concern criteria.

**These notes should be read in conjunction with the attached audit report of R J SANDERSON & ASSOCIATES PTY LTD.**

## Australian Institute For the Conservation of Cultural Material Incorporated

### Declaration

The Committee of Management has determined that the entity is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 3 to the financial statements.


The Committee of Management declares that:

1. The financial statements and notes present fairly the entity's financial position as at 30th June 2023 and its performance for the year ended on that date in accordance with the accounting policies described in Note 3 to the financial statements;
2. In the Committee of Management's 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.

*Alice Cannon*

Signed by Alice Cannon, President of the Australian Institute for the Conservation of Cultural Material Incorporated

Dated: 14 September 2023



Signed by Elizabeth Melzer, Treasurer of the Australian Institute for the Conservation of Cultural Material Incorporated

Dated: 15 September 2023



**TAKE THE  
STRESS  
OUT OF TAX**

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F: (02) 4768 8670

**ALBERT**  
Suite 3, 630-640 South Street  
Albury 2640  
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F: (02) 6023 8000

The Board of Management  
Australian Institute For the Conservation  
of Cultural Material Incorporated,  
PO Box 239  
Moonah TAS 7009

## INDEPENDENT AUDITOR'S REVIEW REPORT

### Report on the Financial Report

We have reviewed the accompanying financial report of Australian Institute For the Conservation of Cultural Material Incorporated which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year 2023 ended on that date, notes comprising a summary of significant accounting policies and other explanatory information, and the responsible entities' declaration.

### Responsible Entities' Responsibility for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) and for such internal control as the responsible entities determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2415 Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act or Other Applicable Legislation or Regulation, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report does not satisfy the requirements of Division 60 of the ACNC Act including: giving a true and fair view of the registered entity's financial position as at 30 June 2023 and its performance for the year 2023 ended on that date; and complying with the Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Regulation 2013 (ACNC Regulation). ASRE 2415 requires that we comply with the ethical requirements relevant to the review of the financial report.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would



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become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

#### Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of Australian Institute for the Conservation of Cultural Material Incorporated does not satisfy the requirements of Division 60 of the Australian Charities and Not-for-profits Commission Act 2012 including:

(a) giving a true and fair view of the registered entity's financial position as at 30 June 2023 and of its financial performance and cash flows for the year 30<sup>th</sup> June 2023 ended on that date; and

(b) complying with Australian Accounting Standards and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Signed by:  
  
E11B59140733A8A1

Roy Sanderson

CPA

RJ Sanderson & Associates Pty Ltd

60 Robinson Street

Dandenong Victoria

Date: 16/09/2023

## Terms of Engagement for Review Engagement Services

Between RJ Sanderson & Associates Pty Ltd and Australian Institute for the Conservation of Cultural Material Incorporated for the Term specified.

### 1. Purpose

This Terms of Engagement for Review Engagement Services (TE) confirms our understanding of the engagement and the nature and limitations of services provided.

### 2. Objectives and Scope of work

You have requested that we review the financial report of Australian Institute For the Conservation of Cultural Material Incorporated which comprises the statement of financial position as at 30 June 2023 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2023, and notes to the financial statements including a summary of significant accounting policies, and the directors' declaration.

We are pleased to confirm our acceptance and our understanding of the terms and objectives of our engagement by means of this letter.

The objective of our review is to provide us with a basis for reporting whether we have become aware of any matter that makes us believe that the financial report does not comply with the Corporations Act 2001, including giving a true and fair view of the financial position and its performance, and complying with Accounting Standard AASB 134 *Interim Financial Reporting* and the Corporations Regulation 2001.

### 3. Our responsibilities

- 3.1 Our review will be conducted in accordance with Auditing Standard on Review Engagements ASRE 2410 *Review of a Financial Report Performed by the Independent Auditor of the Entity* and the Accounting Professional and Ethical Standards APES 210 *Conformity with Australian Auditing Standards*. Those standards require that we comply with ethical requirements under APES 110 *Code of Ethics for Professional Accountants (including Independence Standards) (the Code)*.
- 3.2 Such a review consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures and does not, ordinarily, require corroboration of the information obtained. The scope of a review of a financial report is substantially less than the scope of an audit conducted in accordance with Auditing Standards whose objective is the expression of an opinion regarding the financial report and accordingly, we shall express no such opinion. ASRE 2410 requires us to also comply with the ethical requirements relevant to the audit of the annual financial report of the entity.
- 3.3 A review of the financial report does not provide assurance that we shall become aware of all significant matters that might be identified in an audit. Further, our engagement cannot be relied upon to disclose whether fraud or errors, or illegal acts exist. However, we shall inform you of any material matters that come to our attention.

### 4. Your responsibilities

- 4.1 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 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.
- 4.2 As part of our review, we shall request written representations from management concerning assertions made in connection with the review. We shall also request that where any document containing the financial report indicates that the financial report has been reviewed, our review report will also be included in the document.
- 4.3 The directors of the company acknowledge and understand they have responsibility to provide us with:
- access to information relevant to the preparation of the financial report;
  - additional information that we may request for the purposes of the review engagement; and
  - unrestricted access to persons from whom we determine it is necessary to obtain evidence.

## 5. Reporting

We will issue a written report upon completion of our review of the financial report of Australian Institute for the Conservation of Cultural Material Incorporated. Our report will be addressed to the board of directors of Australian Institute for the Conservation of Cultural Material Incorporated.

## 6. Other matters under the Corporations Act 2001

### 6.1 Independence

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the Corporations Act 2001 and The Code in relation to the review of the financial report.

In conducting our review of the financial report, should we become aware that we have contravened the independence requirements of the Corporations Act 2001, we shall notify you on a timely basis.

As part of our review process, we shall also provide you with a written independence declaration as required by the Corporations Act 2001. The Corporations Act 2001 includes specific restrictions on the employment relationships that can exist between the reviewed entity and its auditors.

To assist us in meeting the independence requirements of the Corporations Act 2001, and to the extent permitted by law and regulation, we request you discuss with us:

- The provision of services offered to you by RJ Sanderson & Associates Pty Ltd prior to engaging or accepting the service; and
- The prospective employment opportunities of any current or former partner or professional employee of RJ Sanderson & Associates Pty Ltd prior to the commencement of formal employment discussions with the current or former partner or professional employee.

## 7. Presentation of Financial Report on the Internet



It is our understanding that Australian Institute for the Conservation of Cultural Material Incorporated intends to publish a hard copy of the reviewed financial report and the auditor's review report for members, and to electronically present the reviewed financial report and the auditor's review report on its internet web site. When information is presented electronically on a web site, the security and controls over information on the web site should be addressed by Australian Institute for the Conservation of Cultural Material Incorporated to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of reviewed financial information on the entity's web site is beyond the scope of the review of the financial report. Responsibility for the electronic presentation of the financial report on the entity's web site is that of the Australian Institute for the Conservation of Cultural Material Incorporated

**8. Administration, Fees and Billings**

- 8.1 Our professional fees will be calculated on a fixed fee, which will be \$4510
- 8.2 Our invoices may also include disbursements paid by us. These may include photocopying charges, telephone and facsimile transmission charges, travel fares and expenses, stamp duty and fees paid to third parties such as couriers, registration fees or fees for other professionals.
- 8.3 Unless other payment terms are agreed, each invoice is payable within 30 days of receipt.

**9. Ownership of materials**

- 9.1 You own all original materials given to us.
- 9.2 We own all materials produced by us that resulted from our skill and attention to the extent that the materials produced by us incorporate any original materials you give to us.
- 9.3 We may exercise a lien of your documents in our possession in the event of a dispute, which will be handled in accordance with our firm's dispute resolution process.
- 9.4 Subject to the payment of all outstanding professional fees and disbursements owing to us, we will provide you with materials produced by us for you in the event you engage the services of another practitioner and the materials are required by your new practitioner.

**10. Privacy**

- 10.1 Our collection use and disclosure of your personal information (PI) may be subject to the *Privacy Act 1988* (Cth) and accordingly we will only collect PI about you that relates to the TE. We may disclose PI about you with your implied consent for the primary purpose of this TE or to third parties by express consent or as required by law. If you would like to access any PI we might hold about you contact us on 0394376633
- 10.2 We may collect PI about you, your representatives, your clients and others when we provide services to you. If we do, you agree to work with us to ensure that we both meet our respective obligations under the *Privacy Act 1988* (Cth). Your obligations may include ensuring your privacy policy and contracts include a reference to your

collection practices, how you will use the PI and that you may disclose the PI to an agent for public accounting services

- 10.3 Where Your PI may be disclosed to CPA Australia Ltd and its service providers (if requested) for the purpose of conducting a CPA Australia Best Practice Program assessment on the services provided, which is aimed at maintaining high industry professional standards. CPA Australia Ltd will handle your personal information in accordance with the [CPA Australia Privacy Policy](#).

#### 11. Confidentiality

- 11.1 We have an ethical duty of confidentiality, which means we must not share or disclose your details of this TE to anyone, except as otherwise specified in this clause, without your consent unless required to by law.
- 11.2 We may disclose details and records of the services provided to you to CPA Australia Ltd, (if requested) for the purposes of conducting a CPA Australia Best Practice Program assessment aimed at maintaining high industry professional standards.
- 11.3 When using cloud computing, we only store client information in data server managed in Australia, which is subject to Australian privacy law.

#### 12. Professional Indemnity Insurance (PII)

We hold professional indemnity insurance of at least the minimum amount prescribed in the CPA Australia Ltd By-Laws or as required by law.

#### 13. Professional Standards Scheme & Limitation of Liability

- 13.1 We participate in the CPA Australia Ltd Professional Standards Scheme (Scheme), which facilitates the improvement of professional standards to protect consumers and may limit our liability to you in a cause of action.
- 13.2 The Scheme applies to professional accounting services including accounting, bookkeeping, taxation, auditing and assurance, insolvency and corporate reconstruction, management accounting, management consulting, forensic accounting, valuation services.

#### 14. Other

This letter will be effective for future years unless we advise you of its amendment or replacement, or the engagement is terminated.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial report including our respective responsibilities.

Yours faithfully

*Alicia Cannon* 14 September 2023

Acknowledged and agreed on behalf of Australian Institute For the Conservation of Cultural Material Incorporated

Roy Sanderson  
 RJ Sanderson & Associates Pty Ltd  
 60 Robinson Street  
 Dandenong Vic 3175

Dear Mr Sanderson

#### AUDIT REPRESENTATION LETTER

This representation letter is provided in connection with your audit review of the financial report of Australian Institute For the Conservation of Cultural Material Incorporated for the Year ended 30 June 2023 for the purpose of you expressing an opinion as to whether the financial report is, in all material respects presented in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and when appropriate relevant statutory and other requirements.

We acknowledge our responsibility for ensuring that the financial report is in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and UIG Consensus Views, and when appropriate relevant statutory and other requirements, and confirmation that the financial report is free of material misstatements, including omissions

We acknowledge our responsibility for ensuring that the financial report is in accordance with

(a) The Corporations Act 2001, including:-

- (1) Giving a true and fair view of the entity financial position as at the Year End and of its performance for the Year ended on that date
- (2) Complying with Australian Accounting Standards (including the Australian Accounting Interpretations,

(b) Other mandatory professional reporting requirements in Australia.

And confirm that the financial report is free of material misstatements including omissions.

We confirm to the best of our knowledge and belief the following representations made to you during your audit.

We have made available to you

- (a) all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit; and
- (b) Minutes of all meetings of the Committee.

There :-

- (a) has been no fraud, error or non-compliance with laws and regulations involving management or employees who have a significant role in internal control;
- (b) has been no fraud, error or non-compliance with laws and regulations that could have a material effect on the financial report; and

- (c) The assets of the association are being held in a form suitable for the benefit of the association and have been held in accordance with the board of management guidelines
- (d) The association has satisfactory title to all assets disclosed in the Detailed Balance Sheet, and no assets of the association have been pledged to secure liabilities of the association or of others.
- (e) Investments are carried out in the books as market value, unless otherwise noted in the financial report. Such amounts are considered reasonable in the light of present circumstances.
- (f) There are no commitments, fixed or contingent for the purchase or sale of long term investments that have not been disclosed in the financial report.
- (g) The investment guidelines as set out by the board of management has been determined with due regard to risk, return, liquidity and diversification.
- (h) All investments are acquired maintained and disposed of on an arm's length basis.
- (i) The association is being conducted in accordance with its governing rules contained in the Rules of the Association adopted by the Board of Management

#### Internal Controls

We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report to ensure that the assets of the association are safeguarded from fraud or error. We have assessed the risk that the financial report may be materially misstated as a result of fraud and advise we have no knowledge of any actual, suspected, or alleged fraud affecting the association

The association does not have a formal process for identifying, estimating or assessing business risks relevant to the financial reporting objectives.

There are no specific risks arising from the information technology used by the association that require attention by the Board of Management

To monitor internal controls over financial reporting, we review all reports provided by the information technology systems utilised by the association for accuracy. This assists in determining if the information is sufficiently reliable for financial reporting purposes.

We confirm you have been advised of all significant legal matters, and that all known or possible litigation and claims have been adequately accounted for and been appropriately disclosed in the financial report. Any minutes of meetings with the funds legal counsel have been provided for audit review.

We confirm we have no knowledge of any events or conditions that would cast significant doubt on the association ability to continue as a going concern.

1. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
2. We believe the effects of those uncorrected financial report misstatements aggregated by the auditor during the audit are immaterial, both

individually and in the aggregate, to the financial report taken as a whole. A summary of such items is attached.

3. We have no plans or intentions that materially affect the carrying values, or classification, of assets and liabilities.
4. We have considered the requirements of AASB 136 "Impairment of Assets" when assessing the impairment of assets and in ensuring that no assets stated in excess of their recoverable amount.

The following have been properly recorded and/or disclosed in the financial report

- (a) Related party transactions and related amounts receivable or payable including sales, purchases, loans, transfers, leasing arrangements and guarantees (written or oral);
  - (b) Share options, warrants, conversions or other requirements
  - (c) Arrangements involving restrictions on cash balances, compensating balances and line-of-credit or similar arrangements.
  - (d) Agreements to repurchase assets previously sold;
  - (e) Material liabilities or contingent or assets including those arising under derivative financial instruments;
  - (f) Unasserted claims or assessments that our lawyer has advised us are probable of assertion; and
  - (g) Losses arising from the fulfilment of or and inability to fulfil, any sale commitments or as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of prevailing market prices.
5. There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording as an expense
  6. The entity has satisfactory title to all assets and there are no liens or encumbrances on such assets nor has any asset been pledge as collateral. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have abandoned or are otherwise unusable.
  7. The entity has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
  8. There were no material commitments for construction or acquisition of property plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
  9. We have no plans to abandon lines of product or other plane or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value
  10. No events have occurred subsequent to the balance sheet date would require adjustment to or disclosure in the financial report.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of

expressing an opinion on the financial report of the entity taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully,

*Alice Cannon*

ALICE CANNON  
President of the Australian Institute for the Conservation of Cultural Material  
Incorporated.

Date: 14 September 2023