

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**

**(A Company Limited by Guarantee)**

**ABN: 98 099 972 997**

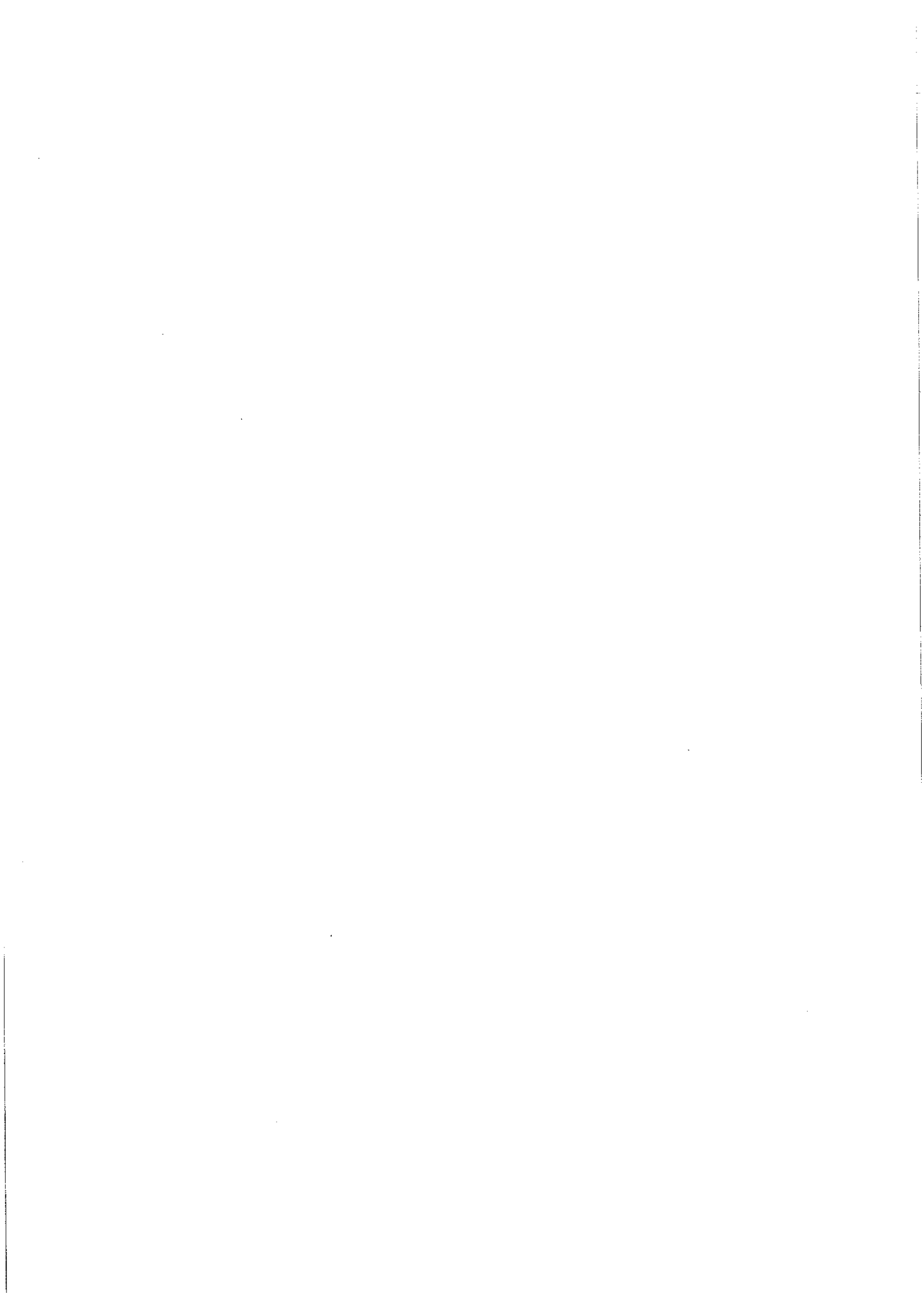
**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**



**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**DIRECTORS' REPORT**

Your Directors present their report on the Asia Pacific Forum of National Human Rights Institutions for the financial year ended 30 June 2012.

**Directors**

The names of the Directors in office at any time during or since the end of the financial year are:

Amara Pongsapich  
Catherine Margaret Branson  
Kedar Nath Upadhyay  
Sebastio Dias Ximenes  
Sima Samar  
Padma Priya Raman  
Hasmy Agam  
Randa Siniora-Attalah  
Byun-Chul Hyun  
Jamsran Byambadorj  
Amal Abulatif Al-Mannai  
Konakuppakattil Gopinathan Balakrishnan  
Ifdhal Kasim  
Loretta Ann Pargas Rosales  
Jafar Taher Mustafa Hikmat Ayyashy (appointed 10 August 2011)  
David Michael Rutherford (appointed 4 September 2011)  
Adnan Muhammed Badran (resigned 10 August 2011)  
Rosslyn Joy Noonan (resigned 4 September 2011)

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

**Company Secretary**

The following person held the position of Company Secretary at the end of the financial year:

Kieren John Fitzpatrick - Director, Secretariat of the Asia Pacific Forum of National Human Rights Institutions. Mr. Fitzpatrick has worked for the Company and appointed as Company Secretary since incorporation.

**Principal Activity**

The principal activity of the Company during the financial year was to promote the establishment and strengthening of national human rights institutions in the Asia-Pacific region.

**The Company's short-term objectives are to:**

- Respond to the needs of its member institutions through the delivery of practical support projects.
- Enhance members' institutional capacity to promote and protect human rights within their respective countries and the Asia Pacific Region.

**DIRECTORS' REPORT (CONTINUED)**

- Enhance members' communication, co-operation and engagement through regional, sub-regional workshops and meetings.
- Assist governments and civil society to establish and strengthen national institutions in compliance with minimum criteria contained in the Paris Principles.
- Promote sub-regional, regional and international cooperation on human rights issues.
- Engage with regional and international human rights mechanisms for advocacy, promotion and strengthening human rights.
- Ensure the effective, efficient and strategic management of the Company.

**The Company's long-term objectives are to:**

- Protect and promote the human rights of the peoples of the Asia Pacific Region.
- Strengthen the capacity of the Company to meet the needs of its growing membership.
- Enhance members' communication, co-operation and engagement through regional, sub-regional workshops and meetings.
- Promote compliance with the Paris Principles within member institutions and assist governments and civil society within the Asia Pacific Region in meeting the minimum criteria contained in the Paris Principles.
- Seek a sustained partnership with the Office of the High Commissioner for Human Rights and the United Nations Development Programme.
- To be representative of the region in the organization, participation and implementation of its activities.
- Ensure the effective, efficient and strategic management of the Company.

**To achieve these objectives, the Company has adopted the following strategies:**

- Maintain close working relationship with all the Company's stakeholders
- Achieve a level of funding that is sufficient to deliver the Company's mission and vision.
- Establish and maintain a skilled workforce able to implement the objectives of the Company.
- Seek a sustained partnership with the Office of the High Commissioner for Human Rights and the United Nations Development Programme.

**Information on Directors**

The information on Directors is as follows:

**Amara Pongsapich**

Experience

Chairperson, National Human Rights Commission of

Special Responsibilities

Chairperson of the Forum Council

Thailand

**Catherine Margaret Branson**

Experience

President, Australian Human Rights Commission

**Jamsran Byambadorj**

Experience

Chairperson, National Human Rights Commission of  
Mongolia

**DIRECTORS' REPORT (CONTINUED)**

**Information on Directors (Continued)**

**Kedar Nath Upadhyay**

Experience

Chairperson, National Human Rights Commission of Nepal

**Loretta Ann Pargas Rosales**

Experience

Chairperson, Philippines Commission on Human Rights

**Sebastio Dias Ximenes**

Experience

Provedor, Timor Leste Office of the Provedor for Human Rights and Justice

**Sima Samar**

Experience

Chairperson, Afghanistan Independent Human Rights Commission

**Padma Priya Raman**

Experience

Executive Director, Australian Human Rights Commission

**Hasmy Agam**

Experience

Chairperson of the Human Rights Commission of Malaysia

**Ifdhal Kasim**

Experience

Chairperson, Indonesian National Commission on Human Rights

**Bhung-Chul Hyun**

Experience

Chairperson, National Human Rights Commission of Korea

**Amal Abulatif Al-Mannai**

Experience

Special Responsibilities

Commissioner, National Human Rights Committee of Qatar  
Deputy Chairperson of the Forum Council

**Randa Siniora-Attalah**

Experience

Secretary-General, Palestine Independent Commission for Human Rights

**Konakuppakattil Gopinathan**

**Balakrishnan**

Experience

Chairperson, National Human Rights Commission of India

**Jafar Taher Mustafa Hikmat**

**Ayyashy**

Experience

Special Responsibilities

Deputy Chairperson, Jordan National Centre for Human Rights  
Deputy Chairperson of the Forum Council

**David Michael Rutherford**

Experience

Chief Commissioner, New Zealand Human Rights Commission

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**  
**ABN 98 099 972 997**

**DIRECTORS' REPORT (CONTINUED)**

**Meetings of Directors**

DIRECTORS	DIRECTORS' MEETINGS	
	Number eligible to attend	Number attended
Amara Pongsapich	1	1
Catherine Margaret Branson	1	1
Jamsran Byambadorj	1	1
Kedar Nath Upadhyay	1	1
Loretta Ann Pargas Rosales	1	1
Sebastio Dias Ximenes	1	1
Sima Samar	1	1
Padma Priya Raman	1	1
Hasmy Agam	1	1
Ifdhal Kasim	1	1
Byung-Chul Hyun	1	1
Amal Abulatif Al-Mannai	1	1
Randa Siniora-Attalah	1	1
Konakuppakattil Gopinathan Balakrishnan	1	1
Jafar Taher Mustafa Hikmat Ayyashy	1	-
David Michael Rutherford	1	1

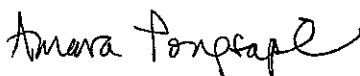
\* denotes attendance by proxy

The Company is limited by guarantee incorporated and domiciled in Australia. If the Company is wound up, the Constitution states that each member is required to contribute a maximum of \$100 each towards meeting any outstanding obligations of the Company. At 30 June 2012, the number of full members was 15 (2011: 15).

**Auditor's Independence Declaration**

The lead auditor's independence declaration for the year ended 30 June 2012 required under section 307C of the *Corporations Act 2001* is set out on page 5.

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



**Amara Pongsapich**  
(Director)

Dated in AMMAN on this 5<sup>th</sup> day of November 2012



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Sydney NSW 2000

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**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**  
**ABN 98 099 972 997**

**AUDITOR'S INDEPENDENCE DECLARATION**

In accordance with the requirements of section 307C of the *Corporations Act 2001*, as lead auditor for the audit of Asia Pacific Forum of National Human Rights Institutions for the year ended 30 June 2012, I declare that, to the best of my knowledge and belief, there have been:

- a) no contraventions of the auditor independence requirements of the *Corporations Act 2001* in relation to the audit; and
- b) no contraventions of any applicable code of professional conduct in relation to the audit.

*Moore Stephens Sydney*

**Moore Stephens Sydney**  
Chartered Accountants

*Chris Chandran*

**Chris Chandran**  
Partner

Dated in Sydney this 5<sup>th</sup> day of November 2012



**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**

**ABN: 98 099 972 997**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED JUNE 2012**

	Notes	2012 \$	2011 \$
<b>REVENUE</b>	2	<u>2,207,051</u>	<u>650,064</u>
<b>EXPENSES</b>			
Administration expenses		88,179	22,816
Travel expenses		608,795	157,168
Employee benefit expenses		771,171	171,814
Consultancy fees		377,668	83,224
International Co-Ordinating Committee Chair Support		131,879	3,483
Project expenses		13,132	135,680
Occupancy expenses	3	78,000	15,000
Human Rights Institutions training/courses		39,371	-
Meeting expenses		14,719	5,273
Asia Pacific Forum Web and Bulletin		68,843	23,475
Depreciation	3	4,450	2,020
Other expenses from ordinary activities		<u>(7,834)</u>	<u>9,634</u>
<b>TOTAL EXPENSES</b>		<u>2,188,373</u>	<u>629,586</u>
<b>SURPLUS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX EXPENSE</b>		18,677	20,478
Income tax expense		<u>-</u>	<u>-</u>
<b>SURPLUS FROM ORDINARY ACTIVITIES AFTER INCOME TAX EXPENSE</b>		18,677	20,478
Other comprehensive income		<u>-</u>	<u>-</u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u><u>18,677</u></u>	<u><u>20,478</u></u>

The accompanying notes form part of these financial statements.

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2012**

	Notes	2012 \$	2011 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	327,038	769,366
Financial assets	5	2,043,190	1,300,000
Receivables	6	37,310	50,740
Other assets		15,556	30,476
<b>TOTAL CURRENT ASSETS</b>		<u>2,423,094</u>	<u>2,150,582</u>
<b>NON-CURRENT ASSETS</b>			
Plant and equipment	7	4,487	8,175
<b>TOTAL NON-CURRENT ASSETS</b>		<u>4,487</u>	<u>8,175</u>
<b>TOTAL ASSETS</b>		<u>2,427,581</u>	<u>2,158,757</u>
<b>CURRENT LIABILITIES</b>			
Payables	8	617	16,618
Provisions	9	90,460	82,441
Other Liabilities	10	233,216	38,226
<b>TOTAL CURRENT LIABILITIES</b>		<u>324,293</u>	<u>137,285</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	9	114,684	51,545
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>114,684</u>	<u>51,545</u>
<b>TOTAL LIABILITIES</b>		<u>438,976</u>	<u>188,830</u>
<b>NET ASSETS</b>		<u>1,988,605</u>	<u>1,969,927</u>
<b>MEMBERS' FUNDS</b>			
Accumulated surplus		<u>1,988,605</u>	<u>1,969,927</u>
<b>TOTAL MEMBERS' FUNDS</b>		<u>1,988,605</u>	<u>1,969,927</u>

The accompanying notes form part of these financial statements.

ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS

ABN: 98 099 972 997

STATEMENT OF CHANGES IN MEMBERS' FUNDS  
FOR THE YEAR ENDED JUNE 2012

	2012 \$	2011 \$
<b>MEMBERS FUNDS AT THE BEGINNING OF THE YEAR</b>	1,969,927	1,949,449
Comprehensive income		
Surplus from ordinary activities	18,677	20,478
Other comprehensive income	-	-
	<u>18,677</u>	<u>20,478</u>
<b>MEMBERS FUNDS AT THE END OF THE YEAR</b>	<u>1,988,605</u>	<u>1,969,927</u>

The accompanying notes form part of these financial statements.

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**  
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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 2012**

	Notes	2012	2011
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Grants received		1,992,110	-
Donations received		89,038	-
Membership fees received		62,872	12,532
Other revenue received		30,812	28,506
Payments to suppliers and employees		(1,994,694)	(866,309)
Interest received		121,486	103,788
Net cash inflows from (used in) / from operating activities		301,623	(721,483)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for plant and equipment		(762)	(4,107)
Receipts from financial assets		(743,189)	(91,922)
Payments for financial assets		-	325,324
Net cash intflows from (used in) / from investing activities		(743,951)	229,295
Net (decrease) / increase in cash held		(442,328)	(492,188)
Cash and cash equivalents at the beginning of financial year		769,366	1,261,554
Cash and cash equivalents at the end of financial year		327,038	769,366

The accompanying notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012**

**1. STATEMENT OF ACCOUNTING POLICIES**

**Basis of Preparation**

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards - Reduced Disclosure Requirements of the Australian Accounting Standards Board and the *Corporations Act 2001*.

The financial statements are for the Company as an individual entity. The Company is limited by guarantee, incorporated and domiciled in Australia.

The financial statements have been prepared on an accruals basis and is based on historical costs, except the revaluation of assets held for sale, and by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The financial statements were authorised for issue by the Board of Directors on 5<sup>th</sup> November 2012.

**Accounting Policies**

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

**(a) Change of Financial Year End**

In August 2010 at a meeting of the APF Forum Councillors, the proposed change of the Company's financial year end from 31 March to 30 June was approved. This was accepted by the Australian Securities and Investments Commission. The basis of the change in the financial year end was that the Company needed to synchronise its financial reporting cycle with the needs of its stakeholders. Due to this, the Statement of Comprehensive Income, Statement of Changes in Members' Funds, Statement of Cash Flows and the related notes to the financial statements for the comparative period represents three months operations of the Asia Pacific Forum of National Human Rights Institutions. Consequently, the comparative period is not readily comparable against the three months in financial year 30 June 2011.

**(b) Income Tax**

No provision for income tax has been raised as the Company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

**(c) Plant and Equipment**

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 2012**

**1. STATEMENT OF ACCOUNTING POLICIES (Continued)**

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

*Depreciation*

The depreciable amount of all fixed assets are depreciated over their estimated useful lives to the Company commencing from the time the asset is held ready for use.

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

<b>Class of fixed asset</b>	<b>Depreciation rates</b>	<b>Depreciation basis</b>
Office Equipment	10% - 20%	Straight Line
Computer Equipment	25% - 33%	Straight Line
Furniture, Fixtures and Fittings	6.67%	Straight Line

The assets' residual values and useful lives are reviewed, and adjusted if appropriate at each financial position date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gain or losses are included in the Statement of Comprehensive Income.

**(d) Financial Instruments**

*Recognition*

Financial instruments are initially measured at cost on trade date, which includes transactions, when the related contractual rights or obligation exist. Subsequent to initial recognition these instrument are measured as set out below.

*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 using the effective interest rate method.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012

**1. STATEMENT OF ACCOUNTING POLICIES (Continued)**

**(e) Impairment of Assets**

At each reporting date, the Company reviews the carrying values 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 to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income.

**(f) Foreign Currency Transactions and Balances**

Foreign currency transactions during the financial year are converted to Australian currency at the rates of exchange applicable at the dates of the transactions. Amounts receivable and payable in foreign currencies at financial position date are converted at the rates of exchange ruling at that date.

The gains and losses from conversion of short term assets and liabilities, whether realised or unrealised, are included in the Statement of Comprehensive Income as they arise.

**(g) Employee Entitlements**

Provision is made for the Company's liability for employee entitlements arising from services rendered by employees to financial position date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year and other employee entitlements payable later than one year have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Long service leave is accrued in respect of all employees with more than five years service with the Company.

Contributions are made by the Company to an employee superannuation fund and are charged as expenses when incurred.

**(h) Cash and cash equivalents**

For the purposes of the Statement of Cash Flows, cash and cash equivalents include cash on hand and at call deposits with banks or financial institutions.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 2012**

**1. STATEMENT OF ACCOUNTING POLICIES (Continued)**

**(i) Revenue**

Grant revenue is recognised in the Statement of Comprehensive Income when it is controlled. When there are conditions attached to grant revenue relating to the use of those grants for specific purposes, it is recognised in the Statement of Financial Position as a liability until such conditions are met or services provided.

Donations are recognised as revenue when received unless they are designated for a specific purpose, where they are carried forward as deferred income on the Statement of Financial Position.

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

Membership fees are recognised upon receipt.

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

Other revenue is recognised when the right to receive the revenue has been established.

**(j) 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. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

The net amount of GST recoverable from, or payable to the ATO is included as a current asset or liability in the Statement of Financial Position.

**(k) Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012**

**1. STATEMENT OF ACCOUNTING POLICIES (Continued)**

**(l) Operating Segment**

The Company operates only in Australia and their principal activity is the support of the development of national rights institutions in the Asia-Pacific region.

**(m) Payables**

Payables represent the liability outstanding at reporting date for goods and services received by the Company during the reporting period. The balance is recognised as a current liability.

**(n) Unexpended Grants and Monies in Advance**

The Company receives grant monies, either from government or private funding, to fund projects either for contracted periods of time or for specific projects, irrespective of the period of time required to complete those projects. It is the policy of the Company to treat grant monies as unexpended grants in the Statement of Financial Position where the Company is contractually obliged to provide the services in a subsequent financial period.

**(o) Critical Accounting Estimates and Judgments**

The Directors evaluate estimates and judgments 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 Judgments – Bad and doubtful debts*

The Directors believed that all trade debtors are recoverable. Hence, no provision for doubtful debts was recognised during the year.

**(p) Comparatives**

Comparative figures have been adjusted to conform to changes in presentation for the current financial year where required by accounting standards or as a result of changes in accounting policy.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 2: REVENUE</b>		
<b>Operating activities</b>		
- Grant revenue	1,887,311	560,641
- Donations	89,038	-
- Membership fees	62,872	12,532
- Bank interest	137,331	34,508
- Other revenue	30,499	42,382
	<u>2,207,051</u>	<u>650,064</u>

**NOTE 3: SURPLUS FROM ORDINARY ACTIVITIES**

Surplus from ordinary activities has been determined after:

Expenses:

Depreciation of non-current assets

- Plant and equipment	4,450	2,020
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Lease of Secretariat offices	78,000	15,000
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Provision for employee entitlements	71,158	10,049
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**NOTE 4: CASH AND CASH EQUIVALENTS**

Cash at bank	326,838	769,166
Cash on hand	200	200
	<u>327,038</u>	<u>769,366</u>

Cash at bank is held at an average rate of 2.4% (2011: 3.6%).

**NOTE 5: FINANCIAL ASSETS**

Term deposits	2,043,190	1,300,000
	<u>2,043,190</u>	<u>1,300,000</u>

Term deposits are held at an average rate of 5.8% (2011: 6.0%), with an average maturity of three months (2011: four months).

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**

**ABN: 98 099 972 997**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 6: RECEIVABLES</b>		
Interest receivables	35,292	50,740
Other debtors	2,018	-
	<u>37,310</u>	<u>50,740</u>
 <b>NOTE 7: PLANT AND EQUIPMENT</b>		
Office equipment - at cost	23,741	23,741
Less accumulated depreciation	(23,741)	(22,374)
	<u>-</u>	<u>1,367</u>
 Computer equipment - at cost	 24,526	 23,765
Less accumulated depreciation	(20,039)	(16,957)
	<u>4,487</u>	<u>6,808</u>
 Furniture, fixtures and fittings - at cost	 803	 803
Less accumulated depreciation	(803)	(803)
	<u>-</u>	<u>-</u>
 Total plant and equipment	 <u>4,487</u>	 <u>8,175</u>

**(a) Movements in Carrying Amounts**

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

	<b>Office equipment</b>	<b>Computer equipment</b>	<b>Furniture, fixtures &amp; fittings</b>	<b>Total</b>
	\$	\$	\$	\$
Balance at the beginning of the year	1,367	6,808	-	8,175
Additions	-	762	-	762
Depreciation expense	(1,367)	(3,083)	-	(4,450)
Carrying amount at end of year	<u>-</u>	<u>4,487</u>	<u>-</u>	<u>4,487</u>

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**

ABN: 98 099 972 997

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 8: PAYABLES</b>		
Sundry creditors	<u>617</u>	<u>16,618</u>

Sundry creditors are repayable within 30 days.

**NOTE 9: PROVISIONS**

Short-term employee benefits	90,460	82,441
Long-term employee benefits	114,684	51,545
	<u>205,143</u>	<u>133,986</u>
Analysis of total provisions		
Current	90,460	82,441
Non-current	114,684	51,545
	<u>205,143</u>	<u>133,986</u>
Number of employees at year end	<u>7</u>	<u>7</u>

**NOTE 10: OTHER LIABILITIES**

Accrued expenses	128,417	27,363
Deferred income	104,799	10,863
	<u>233,216</u>	<u>38,226</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 11: CAPITAL AND LEASING COMMITMENT</b>		
<b>Operating lease commitments</b>		
Non cancelable operating leases contracted for but not capitalised in the financial statements:		
Payable		
not later than one year	78,000	78,000
later than one year and not later than five years	78,000	156,000
	156,000	234,000

The operating lease is in the form of a Memorandum of Understanding with the Australian Human Rights Commission (AHRC) signed on 30 June 2011 which will expire on 30 June 2014. Refer to Note 12 for further information.

**NOTE 12: RELATED PARTY TRANSACTIONS**

**(a) Directors**

The names of each person holding the position of Director of the Company during the financial year were:

Amara Pongsapich  
 Catherine Margaret Branson  
 Kedar Nath Upadhyay  
 Sebastio Dias Ximenes  
 Sima Samar  
 Padma Priya Raman  
 Hasmy Agam  
 Randa Siniora-Attalah  
 Byun-Chul Hyun  
 Jamsran Byambadorj  
 Amal Abulatif Al-Mannai  
 Konakuppakattil Gopinathan Balakrishnan  
 Ifdhal Kasim  
 Loretta Ann Pargas Rosales  
 Jafar Taher Mustafa Hikmat Ayyashy  
 David Michael Rutherford

The Directors of the Company did not receive any remuneration, superannuation or retirement payments from the Company. No Directors have entered into material contract with the Company since the beginning of the financial period and there were no material contracts involving Directors' interests at year end.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 2012**

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>NOTE 12: RELATED PARTY TRANSACTIONS (Continued)</b>		
<b>(b) Director-related entities</b>		
Occupancy fees paid to Ms. Catherine Branson, Director of the Company who is the President of AHRC. Furthermore, Ms Padma Raman is a Director of the Company who is also the Executive Director of AHRC.	78,000	15,000
Grants given to National Human Rights Commission of Korea to co-organise and co-sponsor the Asia Pacific Regional Conference on Business and Human Rights in Korea	-	140,740
Amounts paid to AHRC for the Company's share of the accommodation costs that have been paid by AHRC and AHRC on-charges the costs that are to be paid by the Company.	17,355	23,042
	95,355	178,782
<b>(c) Transactions with related parties</b>		
<b>(i) There are related party transactions in relation to membership fees paid by the directors which are on normal commercial terms and conditions no more favourable than those available to other members unless otherwise stated.</b>		
<b>(ii) Funding received from related members</b>		
National Human Rights Institution of the Republic of Korea	84,150	90,315
National Human Rights Institution of India	92,019	100,080
National Human Rights Commission of Thailand	4,888	6,332
	181,056	196,727
<b>(iii) Payments to related members</b>		
Afghanistan Independent Human Rights Commission	13,531	-
Human Rights Commission of Malaysia	4,144	-
Human Rights Commission of Sri Lanka	5,073	-
Human Rights Commission of The Maldives	5,404	2,028
Jordan National Centre for Human Rights	78,109	-
National Human Rights Commission of Bangladesh	3,176	1,244
National Human Rights Commission of India	1,938	1,175
National Human Rights Commission of Indonesia	-	2,508
National Human Rights Commission of Jordan	-	8,870
National Human Rights Commission of Mongolia	20,377	4,681



ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS

ABN: 98 099 972 997

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 2012

	2012	2011
	\$	\$
<b>NOTE 12: RELATED PARTY TRANSACTIONS (Continued)</b>		
National Human Rights Commission of Nepal	3,973	3,150
National Human Rights Commission of Thailand	1,273	3,403
National Human Rights Institution of Korea	2,961	-
National Human Rights Institution of the Republic of Korea	-	3,826
National Human Rights Institution of Qatar	-	3,185
New Zealand National Human Rights Commission	58,416	12,438
Philippines Commission on Human Rights	4,519	-
The Palestinian Independent Commission for Human Rights	7,100	1,729
Timor Leste Office of the Provedor for Human Rights & Justice	3,773	1,314
	<u>213,767</u>	<u>49,552</u>

**(d) Key management personnel compensation**

Key management personnel of the Company include the Director and Deputy Director, being Kieren John Fitzpatrick and Phillipa Erica Dargan.

Salaries and fees	<u>354,048</u>	<u>110,739</u>
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**NOTE 13: ECONOMIC DEPENDENCE**

A significant portion of the revenue is dependent on the funding from a small number of donors, being the Australian Agency for International Development, Swedish International Development Cooperation Agency and New Zealand Ministry of Foreign Affairs & Trade.

**NOTE 14: FINANCIAL INSTRUMENTS**

The Company's financial instruments consist mainly of deposits with banks, trade receivables and trade payables.

**NOTE 15: INFORMATION AND DECLARATIONS TO BE FURNISHED UNDER THE CHARITABLE FUNDRAISING ACT 1991**

The Company is authorised to fundraise under the Charitable Fundraising Act 1991. No fundraising appeals were conducted during the year and as such the Company did not utilise this authority in order to meet its charitable fundraising purposes.

**NOTE 16: CAPITAL MANAGEMENT**

Management control the capital of the Company to ensure that adequate cash flows are generated to fund its mentoring programs and that returns from investments are maximised. The Board of Directors ensures that the overall risk management strategy is in line with this objective.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 2012**

**NOTE 16: CAPITAL MANAGEMENT (Continued)**

Management operates under policies approved by the Board of Directors. Risk management policies are approved and reviewed by the Board on a regular basis. These include credit risk policies and future cash flow requirements.

The Company's capital consists of financial liabilities, supported by financial assets.

Management effectively manages the Company's capital by assessing the entity's financial risks and responding to changes in these risks and in the market. These responses may include the consideration of debt levels.

There have been no changes to the strategy adopted by management to control the capital of the entity since prior year. The strategy of the entity is to ensure that sufficient cash is on hand to meet trade and sundry payables, as well as ensuring the delivery of its mentor programs.

**NOTE 17: CONTINGENT LIABILITY**

The Company is not aware of any contingent liability as at end of the financial period.

**NOTE 18: MEMBERS' GUARANTEE**

The Company is limited by guarantee. If the Company is wound up, the Constitution states that each member is required to contribute a maximum of \$100 each towards meeting any outstanding obligations of the Company. At 30 June 2012, the number of full members was 15 (2011: 15).

**NOTE 19: EVENTS AFTER BALANCE SHEET DATE**

The directors are not aware of any other item, transaction or event of a material and unusual nature not otherwise dealt within the report or financial statements that has significantly affected, or may affect the operations of the Company with results of those operations or that state of the Company in subsequent years.

**ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**  
**ABN 98 099 972 997**

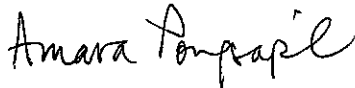
**DIRECTORS' DECLARATION**

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The Directors of the Company declare that:

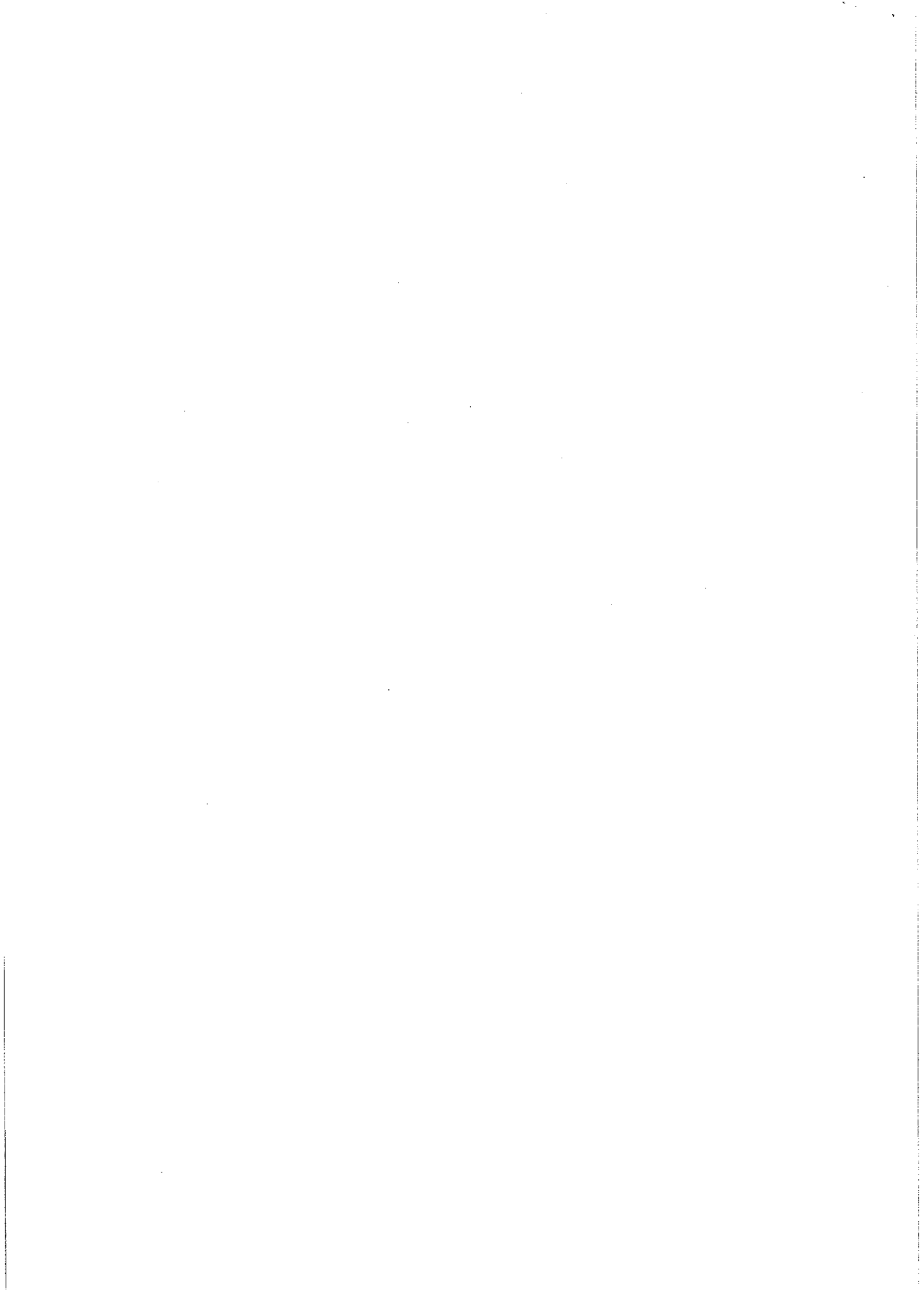
1. The financial statements and notes, as set out on pages 6 to 21 are in accordance with the *Corporations Act 2001* and:
  - (a) comply with Accounting Standards – Reduced Disclosure Requirements and the Corporations Regulations 2001; and
  - (b) give a true and fair view of the financial position as at 30 June 2012 and of the performance for the financial year ended on that date of the Company.
2. In the Directors' opinion there are reasonable grounds to believe that the Company 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 Directors.



**Amara Pongsapich**  
(Director)

Dated in AMMAN... this 5<sup>TH</sup> day of November 2012



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## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS**

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

We have audited the accompanying financial report of Asia Pacific Forum of National Human Rights Institutions ("the Company"), which comprises the statement of financial position as at 30 June 2012, and the statement of comprehensive income, statement of changes in members' funds and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the directors' declaration.

#### *Directors' Responsibility for the Financial Statements*

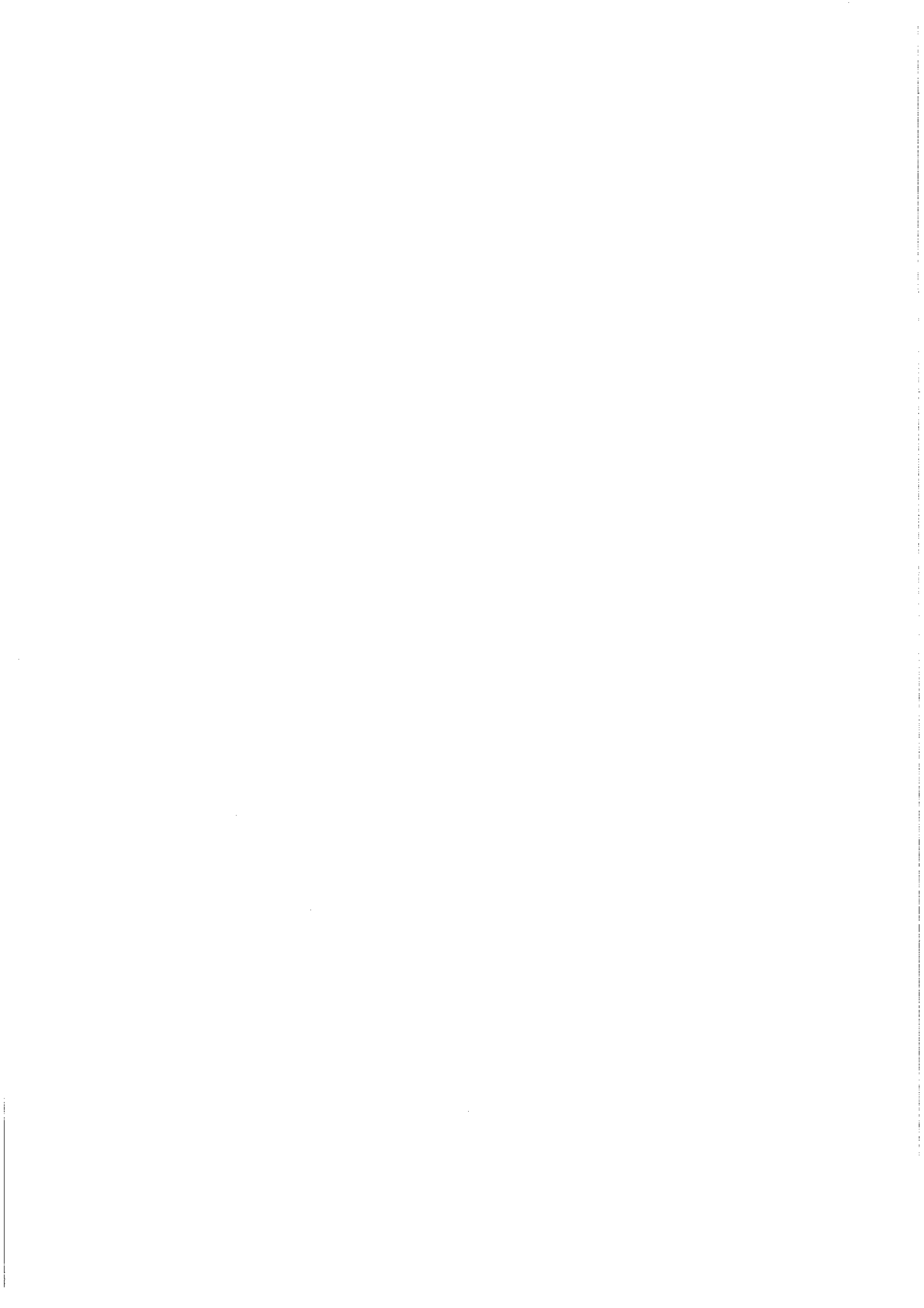
The directors of the Company are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards – Reduced Disclosure Requirements (including the Australian Accounting Interpretations) and the *Corporations Act 2001* and for such internal control as the directors determine are necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Company'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 Company'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*.

*Auditor's Opinion*

In our opinion the financial statements of Asia Pacific Forum of National Human Rights Institutions is in accordance with the *Corporations Act 2001*, including:

- a) giving a true and fair view of the Company's financial position as at 30 June 2012 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – Reduced Disclosure Requirements (including the Australian Accounting Interpretations) and the Corporations Regulations 2001.

*Moore Stephens Sydney*

**Moore Stephens Sydney**  
Chartered Accountants



**Chris Chandran**  
Partner

Dated in Sydney this 5<sup>th</sup> day of November 2012

