
Association of Massage Therapists

2014 Annual Report



in good hands

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AMT Conference 2014

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Governance



AMT is governed by a Board of Directors, nominated and elected by the membership. Under the terms of the AMT constitution, there is no fixed period for directorships.

AMT Directors are bound by the AMT Constitution and the Board Code of Conduct. The position of Director is voluntary and unpaid.

AMT currently employs six staff - one full time and five part time.

As a not-for-profit company, AMT is subject to the legal requirements of the Corporations Act (2001). The Association undergoes an annual company review and must report to the Australian Securities and Investments Commission.

There are currently five committees performing specialised functions within AMT's governance structure: Discipline, Finance, Education & Research, Ethics, and Strategic Planning & Marketing. The operation of these committees is governed by specific Terms of Reference, which are included at the end of this document.

AMT's regional branches are managed by their own local Executive consisting of a Chairperson, Secretary and Treasurer.

The AMT Constitution is reviewed and updated on an ongoing basis. Changes to the constitution must be passed by Special Resolution at a General Meeting of the membership. Such changes require a 75% majority vote.

President's report - Annette Cassar

AMT invested significant resources in 2014 negotiating with Medibank through our lawyers, SBA, regarding the fund's new educational criteria. It was a testing time for the AMT Board and AMT members, with the freeze on issuing provider numbers having a significant impact on many members and businesses. By the time AMT signed Medibank's addendum, a full year had passed since we had been able to forward any new practice details to Medibank.

On behalf of the Directors, I'd like to sincerely thank all members for your trust and faith in the AMT Board. The protracted negotiation with Medibank was a huge test of member loyalty and we are enormously grateful for the support you gave us throughout the duration.

In the middle of the Medibank negotiation, AMT Head Office staff managed the relocation of Head Office from Newtown to Ultimo. Although the new premises are only a few kilometres down the road from the old one, they are a world away in terms of appeal. Head Office staff is always happy to welcome members to the Office but please call or email to make an appointment before you pop in so staff are ready to greet you!

Throughout 2014, Head Office staff were working with software developers on a new member database. This was a major undertaking given AMT's specific reporting needs, particularly in relation to the automation of health fund reporting.

AMT's new e-newsletter "Table Talk" was also introduced in 2014. Designed to fill the gap between the quarterly editions of the AMT journal, the newsletter comes out 4 times a year and includes helpful tips, up to date news, a calendar of events, the latest Research Round up, and regional reports. It has been well received by members.

National Massage Therapy Awareness Week was held September 8 – 15 with the theme 'Connecting with your Community'. The week was aimed at fostering awareness of the benefits of massage therapy, enabling community members who may not have experienced massage before to be treated by a reputable practitioner. I would like to thank Kat Boehringer for putting together an information kit containing event ideas and suggestions about how to publicise the week in local communities. I took part in the Blue Mountains event and was inspired by all who attended.

AMT's 25th Annual conference, Building healthy Massage Practices, was held in Melbourne in October. Feedback from conference delegates was great. All the presentations were very informative, with a special mention to Bethany Ward and Larry Koliha whose practical sessions were given glowing reviews. It was a pleasure to present Tamsin Rossiter with Life Membership at the conference. She is truly a valued member of AMT. Special recognition was also given to three very dedicated quiet achievers - Desley Scott, Steve Vadla and Paul Lindsay. Most Hunter locals would know Paul from the years he served as branch secretary.

Throughout 2014, AMT was also actively involved in the redrafting of the new training packages for massage therapy. AMT had three representatives on the Subject Matter Expert Group responsible for the rewrite - Desley Scott, Rebecca Barnett and myself. Desley in particular invested a lot of time in the rather detailed work of rewriting units of competence and I would like to personally thank her for her involvement, knowledge and expertise in this area.

2015 kicked off in a lively fashion with widespread media speculation centering on a leaked draft of the National Health and Medical Research Council review of the evidence for 17 natural therapies. Much of the reportage suggested that the Federal Government would act to remove the government rebate for natural therapies - including massage therapy - from private health insurance. This prompted AMT to launch a campaign to retain the private health insurance rebate for massage therapy. AMT's online petition was established and to date we have over 7000 signatures.

I would like to finish the report by thanking our dedicated current board members - Derek Zorzit, Dave Moore, Michelle McKerron and Kat Boehringer. I'd also like to thank our hardworking AMT staff - Rebecca Barnett, Katie Snell, Rebekah Short and Valentine Guillemain - for their dedication, patience and commitment to serving members.

2014 was a tough year at the coalface all round but we feel like we are coming back stronger than ever in 2015.

Secretary's report - Rebecca Barnett



2014 was a challenging year for AMT. We spent 8 months in a delicate legal negotiation with Medibank Private over the fund's new provider recognition criteria. As many AMT members would be painfully aware, we were unable to forward any new practice details to Medibank throughout the entire negotiation. Many members took a significant hit as a result, especially those members who were unlucky enough to relocate practices during that period.

It is fair to say that the path would have been a lot smoother if AMT had just immediately capitulated to Medibank's requirements. However, there were issues with the proposed contract that needed to be highlighted and there were bigger issues at stake across the entire massage therapy industry. The AMT Board stuck by its conviction that the integrity of our nationally recognised qualifications had to be protected and promoted.

I speak for all AMT Directors and staff members when I express our enormous gratitude to the overwhelming majority of AMT members who stuck by us throughout our David and Goliath battle with Medibank.

We do not take your loyalty, support and collaboration lightly. We suffered some collateral damage along the way but I believe we have emerged with greater strength, purpose and conviction as an organisation.

The Medibank situation stalled AMT's membership growth for the first time in my 9-year tenure as secretary. We had some losses and gains over the course of the year but ended up holding steady at around 2150 members by the close of 2014.

2014 was also a stable year financially for AMT, in spite of a series of unusual, one-off expenses connected with the Medibank legal negotiation; the relocation of AMT Head Office to our new premises in Ultimo; and substantial investment in IT infrastructure in the form of a new AMT database.

In 2014, the AMT Board also commenced a program of member audits in the area of treatment planning and record-keeping. To date, the outcome of these audits has been troubling, with members overall failing to demonstrate compliance with the standards required under the AMT Code of Practice. Please take the time to regularly review the AMT Code of Practice and ensure that your clinical records are up to scratch.

By adhering to benchmark professional and ethical standard in all areas of your practice, you support and promote AMT's vision, mission and values. Significantly, you are also supporting AMT's lobbying efforts by daily demonstrating your professionalism as a healthcare practitioner.

The Board will continue with its program of record-keeping audits throughout 2015. We trust that you will view the process as an opportunity to reflect and improve on your standards in this key area of professional practice, if you do happen to be randomly selected to undergo an audit.

Below, I have outlined AMT's activities in service of the objectives articulated in the AMT Strategic Plan.

Objective: Members are skilled and well educated

- AMT maintained its commitment to updating its classified research database and also disseminated regular research roundups via the e-newsletter, journal and social media
- AMT continued to provide critical infrastructure to its regional branches to support member education and networking at an accessible price.
- AMT's accredited workshop program continues to expand, with opportunities for high quality training gradually becoming more geographically accessible and equitable.

- The AMT Annual Conference in Melbourne featured presentations on a range of current topics, including workshops by visiting US presenters Bethany Ward and Larry Koliha. Bethany and Larry also presented in Canberra, Sydney and the Gold Coast throughout October and November.
- AMT actively participated in the review process for the Health Training Package. AMT's voice was represented both at the Industry Reference Group meetings and at Subject Matter Expert Group meetings.

Objective: Members are supported in clinical practice

- AMT continued to upload practice templates, fact sheets and other clinic resources to the AMT website.
- AMT provided regular updates on issues impacting practice via the AMT journal, email updates, the AMT website, Facebook and Twitter.
- AMT made evidence based resources available to members via the AMT journal, email updates, the AMT website, Facebook and Twitter.
- AMT entered into legal negotiations with Medibank regarding proposed new provider terms and conditions
- AMT reaccredited with all other private health funds

Objective: Massage Therapy is an evidence-based intervention

- AMT updated its classified research database, and included more hyperlinks to full free access studies on the efficacy of massage therapy.
- AMT committed \$20,000 worth of funding to a research project with ARCCIM and commenced a study on patient experiences of massage therapy in Australia. The workforce arm of the study was completed in 2014 and the patient arm will be undertaken in the first half of 2015.

Objective: Massage Therapy is recognised as a distinct profession

- AMT articulated a distinct Scope of Practice for massage therapy via the AMT Code of Practice.
- AMT attended consultations on the establishment of a National Code of Conduct for Health Care workers.
- In its submission to the Australian Health Ministers' Advisory Council (AHMAC) regarding the establishment of a national code, AMT called on the Health Ministers to recognise the AMT Code of Practice in statute and enact legislation to protect the title of "Massage Therapist"

Objective: The Australian government recognises Massage Therapy as a legitimate health service

- AMT continued to cooperate with the Department of Health and Aging review of the private health insurance rebate for natural therapies.

Objective: The practice of Massage Therapy is supported by a sustainable model for governance and regulation

- AMT called on the Australian Health Ministers Advisory Council to recognise the AMT Code of Practice in statute and enact legislation to protect the title of "Massage Therapist"

Objective: The Australian public recognises the health benefits of Massage Therapy

- AMT updated its "State of the Research" summary to provide an accessible, plain English overview of the evidence for the effectiveness of massage therapy in treating a range of conditions and populations.
- AMT continued to make its classified research database publicly available via the AMT website.

Objective: The Australian public has the information, knowledge and resources to choose a professional therapist

- AMT promoted qualified members through its 2014 Massage Therapy Awareness Week consumer campaign, "Connecting with your Community". AMT prepared a Press Kit, Marketing Fact Sheets, a Consumer Education Fact Sheet and other resources for members to use throughout Massage Therapy Awareness Week. AMT regional branches and individual members ran various events and promotions in connection with the week.
- AMT continued to promote members via the "Find a Therapist" search facility on the AMT website.

2015 AGM

Treasurer's report - Dave Moore



As foreshadowed, 2014 was a relatively busy and expensive one for AMT. We:

- successfully relocated to much better premises.
- introduced a member accessible database.
- funded our research project through ARCCIM.
- recognised our quality staff with commensurate salaries.
- suffered membership setbacks and legal expenses over Medibank Private.

AMT ended the year slightly in deficit compared to last year, with a total equity of \$324,665 down \$19,911 from \$344,566 at the end of 2013.

AMT still retains \$312,550 in cash or equivalent, a solid financial position.

Our asset inventory has also increased because the new database is viewed as an intangible asset under Australian accounting standards, increasing our plant and equipment value to \$39,090 after depreciation.

Revenue compared to last year

In total revenue for 2014 was only down \$2,690.

Relative to 2013:

- Membership fees received were down \$1,267, probably due to the Medibank issue and also some de-registrations.

- The conference fees were down \$31,877, which is an expected result coming off the back of the 2013 conference which was the biggest annual conference AMT has ever held.
- AMT took an additional \$42,056 in workshop revenue. This was principally due to the successful series of Advanced Trainings workshops presented by Bethany Ward and Larry Koliha.
- Merchandise sales were down \$2,766.
- Region meeting fees were down \$8,100.
- Interest was down \$670.

Expenses compared to last year

As predicted, total expenses rose by \$93,498 relative to 2013. The key differences were:

- Depreciation rose by \$7,708
- Wages and Salaries were up \$38,664, with equivalent increases in Superannuation and Annual leave
- Rent is up \$8,940
- Other Expenses are up \$20,455

However, some expenses fell:

- Conference expenses dropped by \$13,348, as expected in a smaller event.
- Consumables dropped by \$1,202.
- Insurance dropped by \$499

Statement of Comprehensive Income

for the Financial Year ended 31 December 2014

	Note	Dec 2014 \$	Dec 2013 \$
Revenue	2	497,211	499,901
Wages, contractors & superannuation	2	(215,662)	(170,230)
Depreciation and amortisation expenses	2	(12,324)	(4,616)
Other expenses from ordinary activities		(287,223)	(246,868)
Profit before income tax		(17,998)	78,187
Income tax expense	3	(1,913)	(2,920)
Profit for the year		(19,911)	75,267
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year		(19,911)	75,267
Total comprehensive income attributable to members of the entity		(19,911)	75,267

Statement of Financial Position

for the Financial Year ended 31 December 2014

	Note	Dec 2014 \$	Dec 2013 \$
ASSETS			
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	4	312,550	368,809
Trade and other receivables	5	1,624	1,767
INVENTORIES	6	2,748	4,493
Other assets	7	8,113	7,394
TOTAL CURRENT ASSETS		325,035	382,463
NON-CURRENT ASSETS			
Trade and other receivables	7	11,000	-
Property, plant and equipment	8	40,879	1,786
TOTAL NON-CURRENT ASSETS		51,879	1,786
TOTAL ASSETS		376,914	384,249
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	22,433	19,804
Provisions	10	29,826	19,879

Statement of Financial Position (cont.)

	Note	Dec 2013 \$	Dec 2012 \$
TOTAL CURRENT LIABILITIES		52,259	39,683
TOTAL LIABILITIES		52,259	39,683
NET ASSETS		324,655	344,566
EQUITY			
Retained earnings		344,566	269,299
Current year earnings		(19,911)	75,267
TOTAL EQUITY		324,655	344,566

Statement of Changes in Equity

for the Financial Year ended 31 December 2014

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2013	269,299	269,299
Comprehensive income		
Profit for the year	75,267	75,267
Other comprehensive income	-	-
Total comprehensive income	75,267	75,267
Balance at 31 December 2013	344,566	344,566
Comprehensive income		
Profit for the year	(19,911)	(19,911)
Other comprehensive income	-	-
Total comprehensive income	(19,911)	(19,911)
Balance at 31 December 2014	324,655	324,655

Statement of Cash Flows

for the Financial Year ended 31 December 2014

	Note	Dec 2014 \$	Dec 2013 \$
Cash flows from operating activities			
Receipts from operations		478,793	483,258
Payments to suppliers and employees		(490,311)	(405,397)
Interest received		8,588	9,258
Income tax paid		(1,913)	(2,920)
Net cash generated from operating activities	11	(4,843)	84,199
Cash flows from investing activities			
Payment for plant and equipment		(51,417)	(2,989)
Net cash (used in) investing activities		(51,417)	(2,989)
Net increase in cash held		(56,259)	81,210
Cash at the beginning of the financial year		368,809	287,599
Cash at the end of the financial year		312,550	368,809

Notes to the financial statements

for the Financial Year ended 31 December 2014

Note 1: Summary of Significant Accounting Policies

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users who are dependent on its general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the *Corporations Act 2001*.

The financial statements have been prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the *Corporations Act 2001* and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

Accounting Policies	
a. Income tax	The Association is a not for profit organisation for taxation purposes and only subject to tax on non member net income.
b. Revenue	Revenue from the rendering of a service or goods is recognised upon the delivery of that service or goods to the customers. Membership fees are recognised on a cash received basis and brought to account in full in the year of receipt. No amounts are recognised as deferred or pre-paid. Interest revenue is recognised as it accrues using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.
c. Inventories	Inventories are measured at the lower of cost and current replacement cost. Inventories acquired at no cost, or for nominal consideration, are valued at the current replacement cost as at the date of acquisition.
d. Property, Plant and Equipment	Each class of property, plant and equipment is carried at cost or fair values as indicated, less, where applicable, accumulated depreciation and impairment losses. Plant and equipment Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by 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 that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts. Plant and equipment that have been contributed at no cost, or for nominal cost, are valued and recognised at the fair value of the asset at the date it is acquired.

Notes to the financial statements (cont.)

Accounting Policies

d. Property, Plant and Equipment (cont.)

Depreciation

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

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

Class of Fixed Asset	Depreciation Rate
Plant and equipment	5-100%

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

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 gains or losses are included in profit or loss. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

e. Impairment of Assets

At the end of each reporting period, the entity 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 recognised immediately in profit or loss.

f. Leases

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 entities in the economic entity, 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. Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the net present value.

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

Notes to the financial statements (cont.)

Accounting Policies	
h. 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 short-term borrowings in current liabilities on the statement of financial position.
i. Goods and Services Tax (GST)	<p>Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).</p> <p>Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial positions.</p> <p>Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.</p>
j. Provisions	Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.
k. Employee Benefits	<p>Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the net present value.</p> <p>Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.</p>
l. Comparative Figures	<p>Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.</p> <p>When an entity applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements, a statement of financial position as at the beginning of the earliest comparative period must be disclosed.</p>
m. Trade and Other Payables	Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.
n. Members' Liability	<p>Members are liable for the amounts each member owes the company in respect of their membership fee which is currently set at \$55 - \$250.</p> <p>The number of members at 2014: 2,120 (2013: 2,140)</p>

Notes to the financial statements (cont.)

for the Financial Year ended 31 December 2014

Note 2: Operating Profit or Loss

The operating profit or loss before income tax includes the following items of revenue and expense:

	2014	2013
	\$	\$
Revenue		
Membership fees	343,219	344,486
Conference fees	54,178	86,049
Advertising income	11,268	10,813
Workshops	55,597	13,541
Merchandise sales	4,243	7,009
Region meeting fees	8,785	16,885
Interest income	8,588	9,258
Other income	11,334	11,860
	497,211	499,901
Expenses		
Conference fees	54,446	67,794
Advertising expenses	-	-
Audit fees	4,594	4,364
Depreciation	12,324	4,616
Raw materials and consumables used	1,433	2,635
Wages & salaries	194,835	156,171
Superannuation	20,827	14,059
Annual leave	36,978	11,571

Notes to the financial statements (cont.)

	2014	2013
	\$	\$
Rent	20,186	11,246
Insurance	3,976	4,475
Newsletter costs	28,450	28,075
All other expenses	137,163	116,708
	515,212	421,714

Notes to the financial statements (cont.)

Note 3: Income Tax

The prima facie tax payable on profit before income tax is as follows:

	2014	2013
	\$	\$
Prima facie income tax payable on ordinary activities before income tax at 30% (2013: 30%)	(7,976)	23,456
Less:		
Tax effect of:		
– Non-taxable member income arising from the principle of mutuality	10,155	20,870
– Over/(under) provision prior year	(266)	(334)
Income tax attributable to entity	(1,913)	2,920

Notes to the financial statements (cont.)

Note 4: Cash and Cash Equivalents

	2014	2013
	\$	\$
Cash at bank	287,255	338,667
Electronic trading account	24,371	26,484
Undeposited funds	2,087	2,872
Cash on hand	662	786
Merchant Clearing Account	(1,825)	-
	312,550	368,809

Notes to the financial statements (cont.)

Note 5: Trade and Other Receivables

	2014	2013
	\$	\$
Trade debtors	1,624	1,767
	1,624	1,767

Notes to the financial statements (cont.)

Note 6: Inventories

	2014	2013
	\$	\$
Inventories	2,748	4,493
	2,748	4,493

Notes to the financial statements (cont.)

Note 7: Other Assets

	2014	2013
	\$	\$
Regional meeting accounts	8,113	7,394
Lease deposit (Non-current)	11,000	-
	19,113	7,393

Notes to the financial statements (cont.)

Note 8: Plant and Equipment

	2014	2013
	\$	\$
At cost	106,566	55,149
Less accumulated depreciation	(65,687)	(53,363)
	40,879	1,786

Notes to the financial statements (cont.)

Note 9: Trade and Other Payables

	2014	2013
	\$	\$
Trade creditors	40	4,985
Superannuation payable	5,807	4,213
GST payable	4,404	1,201
PAYG withholding	12,182	9,405
	22,433	19,804

Notes to the financial statements (cont.)

Note 10: Provisions

	2014	2013
	\$	\$
Current		
Provision for income tax	(540)	271
Conference research reserve	-	2,907
Provision for annual leave	30,366	16,701
	29,826	19,879

Notes to the financial statements (cont.)

Note 11: Cash Flow Information

	2014	2013
	\$	\$
Reconciliation of cash flow from operations with profit after tax		
Profit after income tax	(19,912)	75,267
Non-cash flows in profit:		
– Depreciation	12,324	4,616
Changes in assets and liabilities		
– (Increase)/decrease in trade and receivables	(10,857)	(1,238)
– (Increase)/decrease in inventories	1,745	73
– (Increase)/decrease in other assets	(720)	(6,221)
– (Decrease)/increase in trade and payables	2,630	3,952
– (Decrease)/increase in provisions	10,758	7,750
– (Decrease)/increase in tax liabilities	(811)	-
	(4,843)	84,199

Notes to the financial statements (cont.)

Note 12: Entity Details

The registered office and principal place of the company is:
Association of Massage Therapists Ltd
Suite 3.02, 22 – 36 Mountain Street, Ultimo, NSW, 2007

Notes to the financial statements (cont.)

Note 13: Related Party Transactions

Key Management Personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the association, directly or indirectly, including its committee members, is considered key management personnel.

	2014	2013
	\$	\$
Key management personnel compensation:		
– short-term benefits	86,593	61,044
– post-employment benefits	8,008	5,562
	94,601	66,606

The Board

PRESIDENT

Annette Cassar

TREASURER

Dave Moore

DIRECTORS

Kat Boehringer

Michelle McKerron

Derek Zorzit

Head Office Staff

KATIE SNELL

Office Manager

REBEKAH SHORT

Administration Officer

VALENTINE GUILLEMIN

Administration Officer

REBECCA BARNETT

Company Secretary

AMT Ethics Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Ethics Committee is to develop and review ethical guidelines for the Association and to promote high ethical standards in the practice of Massage Therapy.

Composition

The AMT Ethics Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 3 additional AMT Board members
- Up to 3 additional members who could be either from the membership or specialist, external consultants.

A quorum will consist of at least fifty percent plus one of members of the Ethics Committee. Business may be conducted electronically, or via teleconference, or at face-to-face meetings.

Frequency of Meetings

The Ethics Committee will meet via teleconference or electronically as required. The Committee shall also meet at the call of the AMT Board or as needed to advise the Discipline Committee in the event of a formal complaint against an AMT member.

Specific responsibilities

1. To develop and regularly review a National Code of Practice for Massage Therapists.
2. To review AMT's Code of Practice for Massage Therapists on an annual basis.
3. To advise the Discipline Committee where necessary in the handling of any formal complaints against an AMT member.
4. To consider and make recommendations to the Board on ethical issues that may arise within the Association or the industry at large.
5. To monitor and review the Code of Conduct for AMT Directors.
6. To ensure that any AMT sponsored research or research grants have passed the ethical criteria of an external Ethics Review panel.

AMT Strategic Planning and Marketing Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Strategic Planning and Marketing Committee is to guide the culture, values, priorities and goals of AMT and determine future directions that align with the Association's objects and strategic plan.

Composition

The AMT Strategic Planning and Marketing Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee.
- The AMT Secretary.
- Up to 2 additional Board members.
- Up to 3 AMT members.

At least fifty percent plus one of members of the Discipline Committee shall constitute a quorum. Business may be conducted via teleconference, at face-to-face meetings or electronically.

Frequency of Meetings

The Strategic Planning and Marketing Committee will meet via teleconference or electronically as needed or as directed by the Board.

Duties/Responsibilities

1. To advise on the implementation and resourcing of the AMT strategic plan by developing work plans and consulting with the Finance Committee on issues of budget.
2. To oversee the implementation of the AMT strategic plan.
3. To monitor and respond to membership trends, including recruitment and retention.
4. To identify and recommend marketing priorities for the association.
5. To maintain and enhance the AMT brand & identity.
6. To monitor industry trends and advise the board appropriately.
7. To ensure the relevance and long-term viability of AMT.

AMT Education and Research Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Education and Research Committee is to:

- Establish and monitor ongoing learning programmes/pathways that support the development and promotion of the professional vocation of the Massage Therapist.
- Promote the conduct, distribution, assimilation and clinical application of quality research in all areas of Massage Therapy.

Composition

The AMT Education Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 3 additional AMT Board members
- Up to 3 additional AMT members.

At least fifty percent plus one of members of the Education and Research Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Eligibility Criteria

To be appointed to the Education and Research Committee, members must fulfil **at least one** of the following criteria:

- Hold a current Cert IV in Training and Assessment Systems or a Diploma in Training and Assessment Systems.
- Have completed the minimum of a Diploma of Remedial Massage, Associate Diploma / Diploma in Health Science (Massage Therapy) or equivalent.
- Have sustained an exemplary CEU record for the past 7 years
- Have a tertiary degree
- Have experience in research or completed substantive study in research methodology.

Frequency of Meetings

The Education and Research Committee shall meet via teleconference or electronically as required. The Committee shall also meet at the call of the AMT Board and as needed to review submissions for workshop accreditation.

Responsibilities

Specific responsibilities of the Education and Research Committee include:

1. Providing advice on matters relating to training and research to the AMT Board and other groups.
2. Monitoring industry trends and validating training against government, industry and individual requirements.

3. Supplying delegate(s) to serve on review panels and steering committees for training package qualifications.
4. Reviewing and restructuring AMT's continuing education (CEU) scheme to ensure that it meets the needs of the profession, 3rd party payers and other stakeholders such as the general public and relevant government bodies.
5. Developing distinct post-graduate learning pathways that reflect the areas of specialisation within the Massage Therapy industry.
6. Monitoring research projects and trends both locally and overseas.
7. Facilitating access to relevant research and fostering research literacy to members.
8. Developing partnerships with appropriate organisations and institutions who are involved in research that advances the application and acceptance of Massage Therapy.
9. Tasks as allocated by the AMT Board.

Others

1. Monitoring changes/developments to the national training package qualifications.
2. Maintaining an open dialogue with industry stakeholders.
3. Assessing applications for accreditation of continuing education workshops.

AMT Discipline Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Discipline Committee is to ensure the Compliance of AMT members with AMT rules, the AMT Code of Ethics and the AMT Code of Practice by investigating all reports and complaints and taking appropriate action as determined.

Composition

The AMT Discipline Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 4 additional AMT Board members

At least fifty percent plus one of members of the Discipline Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Frequency of Meetings

The Discipline Committee shall meet face-to-face, electronically or via teleconference to arbitrate on any formal complaints/matters brought before it. The Committee shall also meet at the call of the AMT Board and as needed to provide effective recommendations and oversight of relevant matters.

Responsibilities

Specific responsibilities of the Discipline Committee include:

1. Developing, monitoring and regularly reviewing AMT's complaints policy.
2. Monitoring and reporting on any changes in legislation referring to the conduct and practice of Massage Therapy.
3. Responding to and investigating complaints in a timely fashion.
4. Maintaining comprehensive and accurate records of all matters/complaints.
5. Escalating matters of concern to the full Board, a Health Complaints Entity such as the Health Care Complaints Commission or the police as required.
6. Providing advice to the Board regarding changes to the AMT Code of Practice)

AMT Finance Committee Terms of Reference

Revised on August 8 2013

Purpose

The purpose of the Finance Committee is to ensure the fiscal stability and long-term financial viability of AMT.

Composition

The AMT Finance Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- The AMT Treasurer
- Up to 2 additional AMT Board members
- Up to 3 additional AMT members.

At least fifty percent plus one of members of the Finance Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

Frequency of Meetings

The Finance Committee shall meet electronically at least one week prior to each Board meeting to review the current Profit and Loss statements and Balance Sheet and compile a summary of AMT's financial position to present to the Board. The Committee shall also meet at the call of the AMT Board and as needed to provide effective recommendations and oversight of AMT's finances.

Responsibilities

Specific responsibilities of the

Finance Committee include:

1. Monitoring financial operations, trends and results.
2. Overseeing the preparation and accuracy of annual and long-range operating budgets.
3. Ensuring that timely, accurate and useful financial information is presented to the Board.
4. Recommending budgets and financial decisions to the Board for approval or other required action.
5. Developing and recommending appropriate policies to guide the financial affairs of AMT. In this area, the Committee will need to consult closely with the Strategic Planning/Marketing Committee.

