

9 March 2017



FAIR WORK
COMMISSION

Mr Tim Ayres
State Secretary,

New South Wales Branch

“Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union” known as the Australian Manufacturing Workers’ Union (AMWU)

By email: info@amwu.asn.au

Dear Mr Ayres

Re: Lodgement of Financial Statements and Accounts – “Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union” known as the Australian Manufacturing Workers’ Union (AMWU), New South Wales Branch - for year ended 30 September 2016 (FR2016/330)

I refer to the financial report for the New South Wales Branch of the “Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union” known as the Australian Manufacturing Workers’ Union (AMWU). The report was lodged with the Fair Work Commission on 28 February 2017.

The financial report has been filed based on a primary review. This involved confirming whether the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

You are not required to take any further action in relation to the report lodged but I make the following comments to assist when preparing the next report.

Non-compliance with previous requests

The report omitted disclosures in respect of compulsory levy income and grants or donations income which had been identified as omissions in the previous year’s report. I acknowledge the advice I received today confirming no income was received for either category.

Disclosure of payables in respect of legal costs

Reporting Guideline 20(b) requires any payables in relation to legal costs to be disclosed by litigation and by other legal matters. Reporting Guideline 21 requires that if any activities identified in item 20 have not occurred in the reporting period, a statement to this effect¹ must be included in the GPFR. I note that no such disclosure was made. I acknowledge the advice I received today confirming no such payable was incurred.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units

¹ Or a nil balance, as per the model financial statements

use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or 0429 462 979 or by email at stephen.kellett@fwc.gov.au

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

From: KELLETT, Stephen
Sent: Thursday, 9 March 2017 1:56 PM
To: 'warren.soos@amwu.asn.au'
Subject: Attention Mr Tim Ayres - financial reporting - NSW Branch - y/e 30 Sep 2016 - filing

Dear Mr Soos,

Please see attached my letter in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



AMWU NSW FR2016
330 (primary final).pdf

From: Warren Soos [<mailto:warren.soos@amwu.asn.au>]

Sent: Tuesday, 28 February 2017 10:13 AM

To: Orgs

Cc: FENWICK, Joanne

Subject: ON CMS FR16/330 FR16/332, FR16/333, FR16/324 AFMEPKIU NSW, VIC, QLD and TAS
Financial Reports 30 September 2016 and COSS

FWC,

Please find attached the Full Reports for the New South Wales, Victoria, Queensland and Tasmania AFMEPKIU for the year ended 30 September 2016, together with the relevant Certificates of State Secretary.

Any queries on the documents, please feel free to contact me.

Thanks and regards,

Warren Soos



AMWU

National Operations Co-ordinator

Australian Manufacturing Workers' Union

Ph: 02 8868 1539

Fax: 02 9897 9274

Mob: 0418 960 895

Add: PO Box 844, Granville NSW 2142

Email: warren.soos@amwu.asn.au



Certificate of State
Secretary NSW.pdf



2016 Financials
NSW.pdf



AUTOMOTIVE, FOOD, METALS, ENGINEERING , PRINTING AND KINDRED INDUSTRIES UNION

NEW SOUTH WALES STATE COUNCIL

CERTIFICATE OF STATE SECRETARY

I, Tim Ayres, being the State Secretary of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union New South Wales State Council certify:

- that the documents lodged herewith are copies of the Full Report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the Full Report was provided to members on the AMWU website on 21 December 2016, and an article in the AMWU News advising the membership of the Full Report's availability was sent to members 12 January 2017.; and
- that the Full Report was presented to a meeting of the Committee of Management of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union New South Wales State Council on 24 February 2017 in accordance with section 266(3) of the Fair Work (Registered Organisations) Act 2009.

State Secretary,
Tim Ayres

Signature

24 February, 2017

**Australian Manufacturing
Workers' Union**
(Registered as AFMEPKIU)
NSW STATE OFFICE
133 Parramatta Rd
PO Box 167
GRANVILLE NSW 2142
TELEPHONE 02 9897 4200

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED
INDUSTRIES UNION**

NEW SOUTH WALES BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION
NEW SOUTH WALES BRANCH

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AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

OPERATING REPORT

The State Council, being the Committee of Management for the purposes of the Fair Work (Registered Organisations) Act 2009, presents its operating report of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch for the financial year ended 30 September 2016

The operational name for the Automotive Food Metals Engineering Printing and Kindred Industries Union (AFMEPKIU) is the Australian Manufacturing Workers' Union (AMWU). The Union is a 'not for profit' entity, a registered organisation under Fair Work Act (2009).

Review of the State's Principal Activities

The AFMEPKIU's principal industrial objectives are aimed at the improvement of wages and working conditions for members throughout industry. This has been done primarily by way of industrial awards and enterprise agreements. The AFMEPKIU has also been active in trying to influence governments at all levels on a wide range of political issues.

Significant Changes in Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Results of Principal Activities

During the year to 30 September 2016 the AFMEPKIU negotiated and registered 250 enterprise bargaining agreements nationally, 50 of which were from New South Wales.

The AFMEPKIU's National Office is responsible for applying to improve industrial awards covering our members. During the year ending 30 September 2016 the National Office improved award minimum rates for all workers, and was actively participating in the Fair Work Commission's review of Modern Awards. The State Branch is responsible for advising members in their State of these gains and ensuring members receive the appropriate wage.

The AFMEPKIU New South Wales State Branch's principal activities resulted in a surplus for the financial year of \$11,668.

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NEW SOUTH WALES BRANCH

OPERATING REPORT (cont'd)

The Right of Members to Resign

Rule 43(8) of the AFMEPKIU Rules states that a member may resign his/her membership by notifying his/her State Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- (a) Where the member ceases to be eligible to become a member of the organisation:
 - (i) On the day on which the notice is received by the organisation; or
 - (ii) On the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

- (b) In any other case:
 - (i) At the end of two weeks, after the notice is received by the organisation; or
 - (ii) On the day specified in the notice;

whichever is later.

Any dues payable but not paid by a former member of the organisation, in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the organisation, in a court of competent jurisdiction, as a debt due to the organisation.

A notice delivered to the State Secretary shall be taken to have been received by the organisation when it is delivered.

A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered to the State Secretary.

A resignation from membership is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Nothing in Rule 43(8) of the AFMEPKIU Rules interferes with a member's right to resign from the union as set out under section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

OPERATING REPORT (cont'd)

Statement of Salaries, Board Fees, Associated Entities, Key Relationships & Disclosure Statements

Salaries

The New South Wales Branch's top five salary rates are as follows:

| Level | Position | Per Annum |
|--------------|---|------------------|
| 4 | Organiser | \$83,441.80 |
| 5 | Senior Organiser | \$87,609.60 |
| 6 | Team Leader/Assistant State Secretary Level 1 | \$92,024.40 |
| 7 | Assistant State Secretary Level 2 | \$98,438.60 |
| 8 | State Secretary | \$104,205.40 |

Note: AFMEPKIU base superannuation is paid at a range of between 10.5% and 12.5%, and annual leave loading is calculated at 17.5%. A maximum service increment of \$4,000 is payable to Officers with over 16 years of service.

The identity of the officers of the New South Wales Branch who are the two highest paid in terms of relevant remuneration for the year ended 30 September 2016, are as follows:

| Position | Name | Salary, Super & Service Increment | Travel & Other Allowances | Non-Cash Benefits |
|---------------------------|--------------|--|--------------------------------------|------------------------------|
| State Secretary | Tim Ayres | \$122,604 | \$637 | Provision of a Motor Vehicle |
| Assistant State Secretary | Steve Murphy | \$116,543 | \$1,220 | Provision of a Motor Vehicle |

Board Fees

Board Fees received by the New South Wales Branch on behalf of employees who are members of external boards, are as follows:

| Organisation | Amount received |
|--|------------------------|
| Workers Compensation Dust Diseases Board | \$1,888 |
| Mechanical & Electrical Redundancy Trust | \$4,000 |
| Long Service Corporation | \$1,860 |

OPERATING REPORT (cont'd)

Key Relationships

The AFMEPKIU New South Wales State Branch has developed key relationships over a long period with a number of suppliers of various goods and services. These relationships are conducted on normal commercial terms, and are periodically tested against market price:

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

| Supplier | |
|--|-------------------------|
| Financial & Professional Services | Travel Services |
| GIO Workers Compensation (NSW) | FCM Travel Solutions |
| Warren Saunders Insurance Brokers | Qantas |
| BDO East Coast Partnership | American Express |
| Alexander Appointments | Vehicle Services |
| D.K.Sonin & Associates P/L | Bodyworks Smash Repairs |
| Legal Services | Summit Leasing Pty Ltd |
| Turner Freeman Lawyers | |
| Printing & Publicity Services | |
| Staples Australia Pty Ltd | |
| G & G Trade Publishing & Distribution | |
| Blue Gum Clothing Co. P/L | |
| Navmedia P/L | |

Officers' Material Personal Interests

For the year ended 30 September 2016, the Officers of the AFMEPKIU New South Wales State Branch have declared no material personal interests.

Payments to related parties or declared persons

For the year ended 30 September 2016, the AFMEPKIU New South Wales State Branch has made no reportable payments to any related party or declared person or body of the Union.

State Officers or Members who are Trustees of a Superannuation Entity

The details of each officer or member of the New South Wales Branch who is a trustee of a superannuation entity or an exempt public sector superannuation scheme or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation, are as follows:

| Name of officer or member | Superannuation Fund | Position Held |
|----------------------------------|----------------------------|----------------------|
| Nil | Nil | Nil |

Other Relevant Information

The New South Wales Branch is not aware of any other relevant information.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

OPERATING REPORT (cont'd)

Prescribed Information Required Under the Fair Work (Registered Organisations) Regulations 2009

- (a) The number of persons who were recorded in the register of members on 30 September 2016 was 17,962.
- (b) The number of persons who were employees of the reporting unit on 30 September 2016 was 0.
- (c) The name of each person who has been a member of State Council, at any time during the reporting period, and the period for which he or she held such a position is as follows:

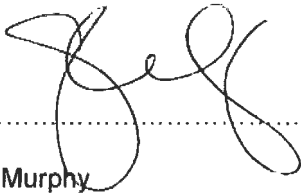
| Name | Period Position Held |
|--------------------|-----------------------------|
| Tim Ayres | 01.10.2015 to 30.09.2016 |
| Steve Murphy | 01.10.2015 to 30.09.2016 |
| Peter Tully | 01.10.2015 to 22.05.2016 |
| Mark Pearce | 01.10.2015 to 30.09.2016 |
| Heidi Kaushal | 01.10.2015 to 30.09.2016 |
| Robyn Fortescue | 01.10.2015 to 30.09.2016 |
| Vanessa Seagrove | 01.10.2015 to 30.09.2016 |
| Jagath Bandara | 23.05.2016 to 30.09.2016 |
| Sean Morgan | 01.10.2015 to 30.09.2016 |
| George Simon | 01.10.2015 to 22.05.2016 |
| Bradley Hattenfels | 01.10.2015 to 22.05.2016 |
| Gavin Bubb | 01.10.2015 to 30.09.2016 |
| William Simmons | 01.10.2015 to 30.09.2016 |
| Greg Duncan | 01.10.2015 to 16.11.2015 |
| Marian Dzurik | 01.10.2015 to 22.05.2016 |
| Jennifer Tynan | 01.10.2015 to 22.05.2016 |
| Frank Sundinuhi | 01.10.2015 to 12.05.2016 |
| Daniel White | 23.05.2016 to 30.09.2016 |
| Wayne Sweetman | 01.10.2015 to 12.05.2016 |
| Peter Oliveira | 01.10.2015 to 30.09.2016 |
| Geoff Wallace | 01.10.2015 to 30.09.2016 |
| Neil Walsham | 01.10.2015 to 12.05.2016 |
| Cory Wright | 01.10.2015 to 30.09.2016 |
| Glenn Wilcox | 01.10.2015 to 30.09.2016 |
| Rod Maclennan | 01.10.2015 to 30.09.2016 |
| Chris Mooney | 01.10.2015 to 30.09.2016 |
| George Glyntzos | 01.10.2015 to 30.09.2016 |
| David Lonsdale | 01.10.2015 to 30.09.2016 |
| Stephen Hillard | 23.05.2016 to 30.09.2016 |
| Kelly O'Driscoll | 01.10.2015 to 11.03.2016 |
| Shaun Goss | 23.05.2016 to 30.09.2016 |
| William Motto | 01.10.2015 to 22.05.2016 |
| Mark Aubrey | 01.10.2015 to 22.05.2016 |
| Alan Rawlinson | 01.10.2015 to 22.05.2016 |
| Graeme Robinson | 01.10.2015 to 22.05.2016 |
| Paul McDonald | 01.01.2016 to 30.09.2016 |
| Tom Shiner | 01.10.2015 to 31.12.2015 |
| Michelle Parkin | 23.05.2016 to 30.09.2016 |
| Linda Everingham | 23.05.2016 to 30.09.2016 |
| Todd Nickle | 23.05.2016 to 30.09.2016 |
| Peter Milton | 23.05.2016 to 30.09.2016 |

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

NEW SOUTH WALES BRANCH

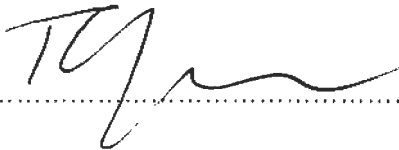
| | |
|----------------|--------------------------|
| Beatriz Cullen | 23.05.2016 to 30.09.2016 |
| Harome Jones | 23.05.2016 to 30.09.2016 |
| Mark Allen | 23.05.2016 to 30.09.2016 |
| Sean Emir | 23.05.2016 to 30.09.2016 |
| Belinda Griggs | 23.05.2016 to 30.09.2016 |
| Jason Starkey | 23.05.2016 to 30.09.2016 |

Signed in accordance with a resolution of State Council



.....
Steve Murphy

State Assistant Secretary



.....
Tim Ayres

State Secretary

18th November 2016

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

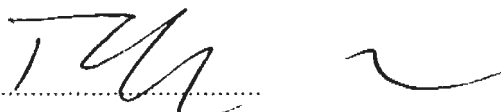
COMMITTEE OF MANAGEMENT STATEMENT

On 18th November 2016 the State Council of the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union New South Wales Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the State Council for the year ended 30 September 2016.

The State Council declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards.
- (b) the financial report and notes comply with the reporting guidelines of the General Manager;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year ended 30 September 2016;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 September 2016 and since the end of the financial year:
 - (i) meetings of the Branch committee of management were held in accordance with the rules of the organisation;
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation;
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the Fair Work (Registered Organisation) Act 2009 (RO Act);
 - (iv) as the organisation consists of two or more reporting units, the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation;
 - (v) no information has been sought in any request by a member of the Branch or General Manager duly made under Section 272 of the RO Act has been provided to the member or General Manager; and
 - (vi) no orders for inspection of financial records have been made by Fair Work Commission under section 273 of the RO Act.
- (f) no revenue has been derived from undertaking recovery of wages activity during the financial year ended 30 September 2016.

This declaration is made in accordance with a resolution of the New South Wales State Council:

.....


New South Wales Secretary – Tim Ayres

18th November 2016

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

NEW SOUTH WALES BRANCH

**STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 30 SEPTEMBER 2016**

| | Note | 2016 \$ | 2015 \$ |
|--|---------|----------------|------------------|
| INCOME | | | |
| Membership Contributions | 1(a)(i) | - | - |
| Remittances from National Council General Fund | | 955,983 | 1,119,086 |
| Board Fees | | 7,748 | 11,942 |
| Interest Received | | 3 | 4 |
| TOTAL INCOME | | <u>963,734</u> | <u>1,131,032</u> |
| EXPENDITURE | | | |
| Affiliation fees | 4(a) | 85,388 | 97,051 |
| Bank charges | | 423 | 363 |
| Conference & meeting expenses – internal | | 10,669 | 29,633 |
| Delegation/employee expenses – office holders | | 84,498 | 83,831 |
| Delegation/employee expenses – other employees | | 44,000 | 51,280 |
| Delegation expenses – members | | 93,504 | 83,757 |
| Freight | | - | 184 |
| General office expenses | | 148,231 | 130,511 |
| Grants or donations | 4(b) | 3,635 | 1,691 |
| Insurance | | 30,589 | 27,831 |
| Motor vehicle expenses | | 122,930 | 161,587 |
| Newsletter expenses | | 28,182 | 37,840 |
| Payroll tax | | 192,628 | 247,749 |
| Photocopying | | 4,600 | 4,431 |
| Postage | | 18,997 | 27,221 |
| Printing | | - | 622 |
| Publicity | | 33,299 | 17,395 |
| Professional services | 5 | 25,905 | 86,012 |
| Research | | 11,470 | 1,038 |
| Stationery | | 9,751 | 12,085 |
| Telephone | | 3,367 | 3,855 |
| TOTAL EXPENDITURE | | <u>952,066</u> | <u>1,105,967</u> |
| NET SURPLUS / (DEFICIT) FOR THE YEAR | | <u>11,668</u> | <u>25,065</u> |
| TOTAL COMPREHENSIVE INCOME FOR THE YEAR | | <u>11,668</u> | <u>25,065</u> |

The above statement should be read in conjunction with the notes

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

NEW SOUTH WALES BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2016**

| | Note | 2016 \$ | 2015 \$ |
|-----------------------------|-------------|--------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and cash equivalents | 6 | 11,307 | 14,493 |
| Other assets | 7 | <u>12,011</u> | <u>-</u> |
| Total Current Assets | | <u>23,318</u> | <u>14,493</u> |
| TOTAL ASSETS | | <u>23,318</u> | <u>14,493</u> |
| TOTAL LIABILITIES | | | |
| Current Liabilities | | | |
| Trade and other payables | 8 | 29,442 | 32,285 |
| Employee provisions | 1(a)(iii) | <u>-</u> | <u>-</u> |
| NET LIABILITIES | | <u>(6,124)</u> | <u>(17,792)</u> |
| ACCUMULATED LOSSES | | <u>(6,124)</u> | <u>(17,792)</u> |

The above statement should be read in conjunction with the notes

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

NEW SOUTH WALES BRANCH

**STATEMENT OF CHANGES IN ACCUMULATED LOSSES
FOR THE YEAR ENDED 30 SEPTEMBER 2016**

| | Accumulated Losses \$ |
|---|--------------------------------------|
| Balance at 30 September 2014 | (42,857) |
| Net surplus for the year | 25,065 |
| Total comprehensive income for the year | <u>25,065</u> |
| Balance at 30 September 2015 | <u>(17,792)</u> |
| Net surplus for the year | 11,668 |
| Total comprehensive income for the year | <u>11,668</u> |
| Balance at 30 September 2016 | <u>(6,124)</u> |

The above statement should be read in conjunction with the notes

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

NEW SOUTH WALES BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2016**

| | Note | 2016 \$ | 2015 \$ |
|--|------|------------------|--------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Remittances from National Council | 9(c) | 955,983 | 1,119,086 |
| Board Fees received | | - | 11,942 |
| Interest received | | 3 | 4 |
| Payments to suppliers and employees | | <u>(959,172)</u> | <u>(1,126,297)</u> |
| NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES | 9(b) | <u>(3,186)</u> | <u>4,735</u> |
| NET INCREASE (DECREASE) IN CASH HELD | | (3,186) | 4,735 |
| Cash at the beginning of the year | | <u>14,493</u> | <u>9,758</u> |
| CASH AT THE END OF THE YEAR | 9(a) | <u>11,307</u> | <u>14,493</u> |

The above statement should be read in conjunction with the notes

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial statements are general purpose financial statements which have been prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board and the *Fair Work (Registered Organisations) Act 2009*. For the purpose of preparing the general purpose financial statements, the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union New South Wales Branch is a not-for-profit entity.

The financial report is for the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union New South Wales Branch. The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union is an organisation registered under the RO Act. The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union New South Wales Branch is a Branch of the registered organisation. In accordance with the RO Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the Branch are not subject to the Corporations Act 2001.

The financial report has been prepared on an accrual basis and in accordance with historical cost. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

The following is a summary of the significant accounting policies adopted by the New South Wales Branch in the preparation of the financial report.

a) (i) Revenue

All members' contributions are paid direct to National Council. Remittances from National Council are the amounts reimbursed by the National Council to cover Branch expenses and are recognised when received by the Branch.

(ii) Expenditure

Expenses represent amounts paid directly by the Branch for operational costs. Other operational expenses eg salaries which relate to the Branch are paid for by the National Council and are included in the financial report of the National Council only.

(iii) Income Tax

No provision for income tax is necessary, as Trade Unions are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

(iv) Goods and Services Tax (GST)

Revenues and expenses are recognised net of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST.

The net amount of GST recoverable from, or payable to the taxation authority is included as part of receivables or payables as appropriate.

Cash flows are included in the statement of cash flows on a gross basis.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

b) Going concern basis of accounting

The financial report has been prepared on the basis that the Branch is a going concern, which assumes continuity of normal business activities and the realisation of assets and the settlement of liabilities in the ordinary course of business.

The State Council believes it is appropriate to adopt the going concern basis for preparing the report on the grounds that the National Council has made an undertaking to provide financial support to the Branch. The State Council does not provide any financial support to any other Branch of the AFMEPKIU.

c) Adoption of New Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year and have not been impacted by any new standards adopted in the current financial year.

d) Future Australian Accounting Standard requirements

There have been no accounting standards issued prior to the sign off date, but not yet effective, which will have a material impact on the financial report in future periods.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The New South Wales Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the New South Wales Branch's accounting principles

There are no critical judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

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NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

3. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK COMMISSION

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of Fair Work (Registered Organisations) Act 2009 which read as follows:

- 1) A member of a reporting unit, or the General Manager of Fair Work Commission, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- 2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- 3) A reporting unit must comply with an application made under subsection (1)

| | 2016 | 2015 |
|---|---------------|---------------|
| | \$ | \$ |
| 4a. Affiliation Fees | | |
| Australia Labor Party ALP | 1,540 | 1,656 |
| Combined Pensioners & Super Association NSW | 50 | - |
| Combined Retired Union Members Association of NSW | 50 | 50 |
| Hiroshima Day Committee | 109 | 109 |
| Newcastle Trades Hall | 7,099 | 6,983 |
| South Coast Labor Council | 4,587 | 4,519 |
| Sydney May Day Committee | 455 | 455 |
| Tranby Aboriginal Committee | 4 | 4 |
| Unions ACT | 2,335 | 4,715 |
| Unions NSW | 67,567 | 76,996 |
| Workers Educational Association Sydney | 68 | 68 |
| Workers Health Centre | 1,523 | 1,498 |
| | <u>85,388</u> | <u>97,051</u> |
| 4b. Grants or Donations \$1,000 or less | | |
| Grants | - | - |
| Donations | 2,423 | 1,691 |
| | <u>2,423</u> | <u>1,691</u> |
| Grants or Donations over \$1,000 | | |
| Grants | - | - |
| Donations | 1,212 | - |
| | <u>1,212</u> | <u>-</u> |

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED
INDUSTRIES UNION**

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

| | 2016 | 2015 |
|--|---------------|---------------|
| | \$ | \$ |
| 5. PROFESSIONAL SERVICES | | |
| Auditors - Auditing the financial report | 3,250 | 4,000 |
| - Other Services | 1,000 | - |
| Legal Costs | | |
| Litigation | 5,848 | 44,300 |
| Other Legal Matters | <u>15,807</u> | <u>37,712</u> |
| | <u>25,905</u> | <u>86,012</u> |
| 6. CASH AND CASH EQUIVALENTS | | |
| Cash at Bank | <u>11,307</u> | <u>14,493</u> |
| 7. OTHER ASSETS | | |
| Prepayments | <u>12,011</u> | <u>-</u> |
| | <u>12,011</u> | <u>-</u> |
| 8. TRADE AND OTHER PAYABLES | | |
| Trade and other payables | <u>29,442</u> | <u>32,285</u> |

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

| | 2016 | 2015 |
|---|--|------------------|
| | \$ | \$ |
| 9. CASH FLOW | | |
| (a) For the purposes of the statement of cash flows, cash includes the following: | | |
| Cash at bank | <u>11,307</u> | <u>14,493</u> |
| (b) Reconciliation of cash flow from operations with Net Surplus/(Deficit) | | |
| Net Surplus/(Deficit) | 11,668 | 25,065 |
| Changes in Assets and Liabilities: | | |
| (Increase)/decrease in prepayments | (12,011) | 19,311 |
| (Decrease) in payables | <u>(2,843)</u> | <u>(39,641)</u> |
| CASH FLOW FROM OPERATIONS | <u>(3,186)</u> | <u>4,735</u> |
| (c) CASH FLOW INFORMATION – Reporting Units | | |
| Cash inflows | | |
| Remittances from National Council | <u>955,983</u> | <u>1,119,086</u> |
| Cash outflows | <u>-</u> | <u>-</u> |
| 10. RELATED PARTIES | | |
| (a) | The aggregate amount of remuneration paid to officers during the financial year is included in the National Council's Financial Report. | |
| (b) | The aggregate amount paid during the financial year to a superannuation plan in respect of elected full time officials is included in the National Council's Financial Report. | |
| (c) | There have been no other transactions between the officers and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favorable than those which it is reasonable to expect would have been adopted by parties at arm's length. | |
| (d) | The ultimate controlling entity of the Branch is the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, National Council. | |
| (e) | Transactions with Ultimate Controlling Entity: | |
| (i) | Remittances from National Council are disclosed in the statement of comprehensive income. | |
| (ii) | There were no amounts receivable from the National Office as at 30 September 2016 (2015: nil). | |

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NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

11. FINANCIAL RISK MANAGEMENT

(a) General objectives, policies and processes

The Branch is exposed to risks that arise from its use of financial instruments. This note describes the Branch's objectives, policies and processes for managing those risks and the methods used to measure them.

There have been no substantive changes in the Branch's exposure to financial instrument risk, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods unless otherwise stated in this note.

The Branch's financial instruments consist mainly of deposits with banks and receivables. The main risks the Branch is exposed to through its financial instruments are interest rate risk (see section (e) below), liquidity risk and credit risk.

The State Council has overall responsibility for the determination of the Branch's risk management objectives and policies.

(b) Credit risk

Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the Branch incurring a financial loss.

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed below:

| | 2016 | 2015 |
|---------------------------|---------------|---------------|
| | \$ | \$ |
| Cash and cash equivalents | <u>11,307</u> | <u>14,493</u> |

The cash and cash equivalents are held in a high quality Australian financial institution

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NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016 (Cont'd)

11. FINANCIAL RISK MANAGEMENT (Cont'd)

(c) *Liquidity risk*

Liquidity risk is the risk that the Branch may encounter difficulties raising funds to meet commitments associated with financial instruments. The Branch is not significantly exposed to this risk; as at 30 September 2016 it had \$11,307 of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 30 September 2016 total \$29,442. The Branch manages liquidity risk by monitoring cash flows. Further the National Council has made an undertaking to provide financial support to the Branch.

(d) *Market risk*

Market risk arises from the use of interest bearing, tradable financial instruments. It is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates (interest rate risk) or other market factors (other price risk).

(e) *Interest rate risk*

The Branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities are summarised below:

| 30 September 2016 | Floating interest rate | Non interest Bearing | Total |
|---|-------------------------------|-----------------------------|-----------------|
| | \$ | \$ | \$ |
| Financial Assets | | | |
| Cash and cash equivalents | <u>11,307</u> | <u>-</u> | <u>11,307</u> |
| Weighted average Interest rate | 0.01% | | |
| Financial Liabilities | | | |
| Payables | <u>-</u> | <u>(29,442)</u> | <u>(29,442)</u> |
| Net Financial Assets/(Liabilities) | 11,307 | (29,442) | (18,135) |

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NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016 (Cont'd)

11. FINANCIAL RISK MANAGEMENT (Cont'd)

(e) Interest rate risk (Cont'd)

| 30 September 2015 | Floating interest rate | Non interest bearing | Total |
|--------------------------------|-------------------------------|-----------------------------|-----------------|
| Financial Assets | | | |
| | \$ | \$ | \$ |
| Cash and cash equivalents | <u>14,493</u> | <u>-</u> | <u>14,493</u> |
| Weighted average Interest rate | 0.01% | | |
| Financial Liabilities | | | |
| Payables | <u>-</u> | <u>(32,285)</u> | <u>(32,285)</u> |
| Net Financial Assets | <u>14,493</u> | <u>(32,285)</u> | <u>(17,792)</u> |

Sensitivity Analysis

| | Carrying Amount | +0.5% (50 basis points) Profit | -0.5% (50 basis points) Loss |
|-------------|------------------------|---------------------------------------|-------------------------------------|
| 2016 | \$ | \$ | \$ |
| Cash Assets | <u>11,307</u> | <u>57</u> | <u>(57)</u> |
| 2015 | | | |
| Cash Assets | <u>14,493</u> | <u>72</u> | <u>(72)</u> |

(f) Other Price Risks

The Branch does not invest in shares or derivatives therefore it does not expose itself to the fluctuations in price that are inherent in such a market.

(g) Foreign Exchange Risk

The Branch is not directly exposed to foreign exchange rate risk.

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED
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NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016
(Cont'd)**

12. SUBSEQUENT EVENTS

There were no events that occurred after 30 September 2016, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

13. CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

There are no contingent liabilities, assets or commitments as at 30 September 2016.

14. KEY MANAGEMENT PERSONNEL COMPENSATION

Key management personnel compensation has been disclosed in the National Council's financial report.

15. ADDITIONAL BRANCH INFORMATION

The registered office and principal place of business of the Branch is:

133 Parramatta Road
Granville NSW 2142

INDEPENDENT AUDITOR'S REPORT

To the members of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, New South Wales Branch

Report on the Financial Report

We have audited the accompanying financial report of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, New South Wales Branch, which comprises the statement of financial position as at 30 September 2016, the statement of comprehensive income, statement of changes in accumulated losses and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and committee of management statement.

Committee of Management and the Branch Secretary's Responsibility for the Financial Report

The Committee of Management and the Branch Secretary are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of *the Fair Work (Registered Organisations) Act 2009* and is appropriate to meet the needs of the members.

The Committee of Management and the Branch Secretary's responsibility also includes such internal control as they determine is necessary to enable the preparation of a 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 an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's 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 of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management and Branch Secretary, 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 Accounting Professional and Ethical Standards Board as well as the *Fair Work (Registered Organisations) Act 2009*.

Opinion

In our opinion:

- (a) the general purpose financial report of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, New South Wales Branch is in accordance with the *Fair Work (Registered Organisations) Act 2009*, including:
 - (i) presenting fairly the entity's financial position as at 30 September 2016 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*.
- (b) management's use of the going concern basis of accounting in the preparation of the financial report of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, New South Wales Branch is appropriate.

Report on the recovery of wages activity

The Committee of management and the Branch Secretary are responsible for the preparation and presentation of the recovery of wages activity in accordance with section 253(2)(c) of the *Fair Work (Registered Organisations) Act 2009*. Our responsibility is to express an opinion on the recovery of wages activity within the financial report, based on our audit conducted in accordance with Australian Accounting Standards.

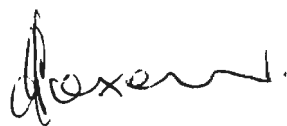
We have been advised that no recovery of wages activity has been undertaken in the current financial year. Accordingly we have not been instructed by the Committee of Management and Branch Secretary to include within the scope of the audit any recovery of wages activity.

Auditor's qualification

We confirm that Grant Saxon:

- (a) is an approved auditor;
- (b) is a person who is a member of The Institute of Chartered Accountants in Australia; and
- (c) holds a current Public Practice Certificate.

BDO East Coast Partnership



Grant Saxon
Partner

Sydney, 18 November 2016



4 October 2016

Mr Timothy Ayres
State Secretary

"Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU)-New South Wales Branch

By email: tim.ayres@amwu.asn.au

Dear Mr Ayres,

**Re: Lodgement of Financial Report - [FR2016/330]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU)-New South Wales Branch (the reporting unit) ended on 30 September 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission (FWC) website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Running a Registered Organisation section.

Loans, grants and donations: our focus this year

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 30 December 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

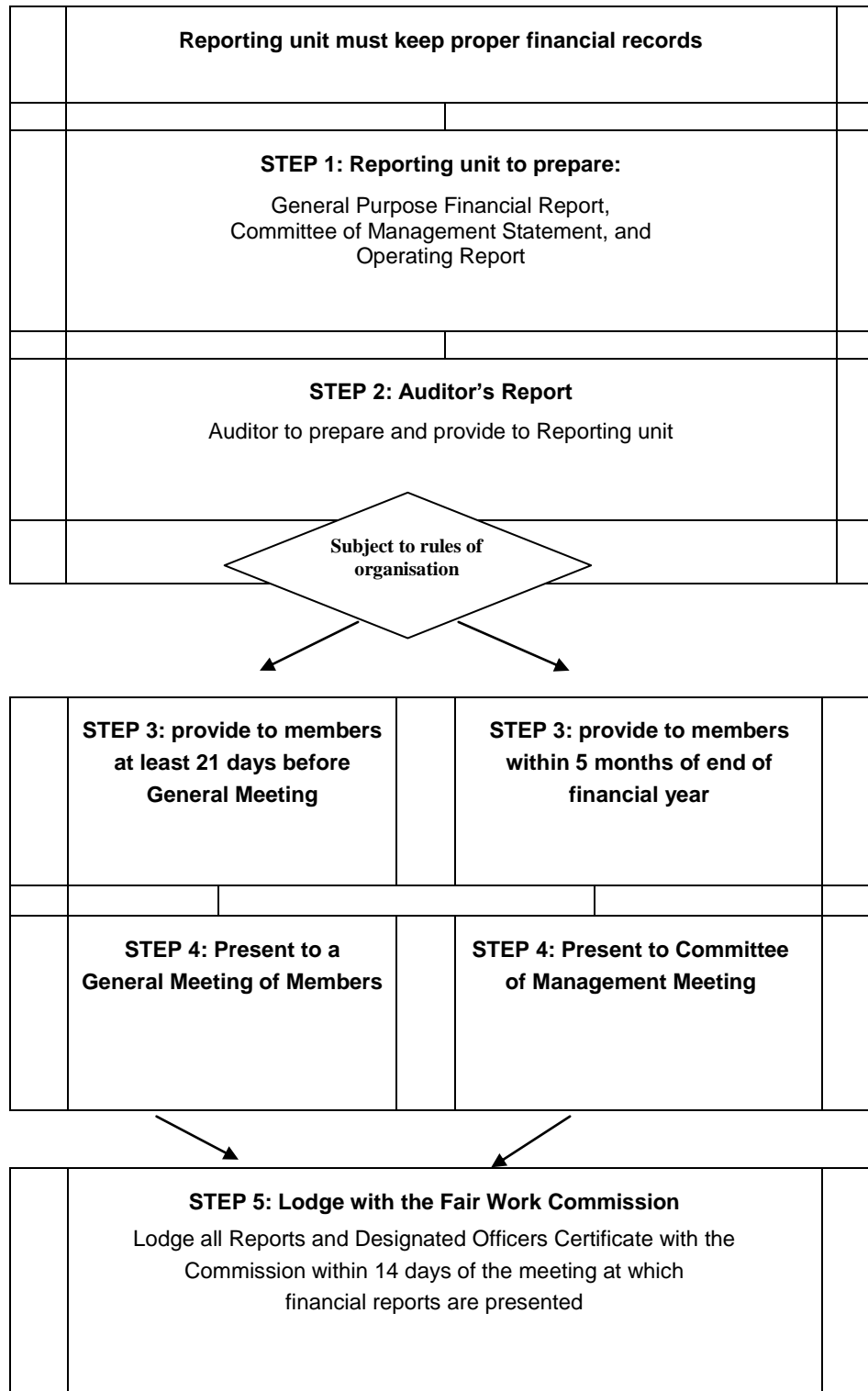


Annastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:







- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

| Misconception | Requirement |
|---|--|
|  Only reporting units must lodge the Statement. |  All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches. |
|  Employees can sign the Statement. |  The statement must be signed by an elected officer of the relevant branch. |
|  Statements can be lodged with the financial report. |  The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late. |

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

| Grants: | 2016 | 2015 |
|--------------------------------------|----------|----------|
| Total paid that were \$1,000 or less | - | - |
| Total paid that exceeded \$1,000 | - | - |
| Donations: | | |
| Total paid that were \$1,000 or less | - | - |
| Total paid that exceeded \$1,000 | - | - |
| Total grants or donations | - | - |

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au