



11 February 2020

Graham Smith  
Federal Secretary/Treasurer  
The Australasian Meat Industry Employees Union  
Sent via email: [graham@sawa.amieiu.asn.au](mailto:graham@sawa.amieiu.asn.au)  
CC: [gkent@mgisq.com.au](mailto:gkent@mgisq.com.au)

Dear Graham Smith,

**The Australasian Meat Industry Employees Union  
Financial Report for the year ended 30 June 2019 – (FR2019/157)**

I acknowledge receipt of the financial report for the year ended 30 June 2019 for the Australasian Meat Industry Employees Union (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 11 December 2019. I also acknowledge receipt of the designated officer's certificate and a copy of the signed auditor's report for the year ended 30 June 2019, which were lodged with the ROC on 6 February 2020.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that 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 (**RGs**) have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2020 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these concerns have been addressed prior to filing next year's report.

**Timescale requirements**

As you are aware, an organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the ROC website. In particular, I draw your attention to the fact sheet titled *financial reporting process* which explains the timeline requirements, and the fact sheet titled *summary of financial reporting timelines* which sets out the timeline requirements in diagrammatical form.

I note that the following timescale requirement was not met:

## Documents must be lodged with ROC within 14 days after the meeting of the committee of management

Section 268 of the RO Act requires a copy of the full report and the designated officer's certificate to be lodged with the ROC within 14 days after the meeting of the committee of management referred to in section 266. The designated officer's certificate indicates that this meeting occurred on 19 November 2019. If this is correct the documents should have been lodged with the ROC by 3 December 2019.

As indicated above, the full report was lodged on 11 December 2019 and the designated officer's certificate was not lodged until 6 February 2020.

It appears the organisation should have applied to the Commissioner for an extension of time to allow a longer period to lodge the required documents.

Please note that in future financial years if the organisation cannot lodge within the 14 day period prescribed, a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made *prior to* the expiry of the 14 day period.

## **General purpose financial report**

### Going concern

Australian Accounting Standard *AASB 101: Presentation of Financial Statements* paragraph 25 relates to the assessment of an entity's ability to continue as a going concern. Australian Auditing Standard *ASA 570: Going Concern* looks at the requirements for auditors in relation to their responsibility to obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial report and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern.

The reporting unit has for the past two years reported an operating loss from ordinary activities and currently is reporting a net liability of (\$140,083). Note 1.19 *Going concern* identifies the factors that the committee of management considered to determine that the financial report should be prepared on a going concern basis and to demonstrate that the reporting unit has the ability to continue as a going concern.

I remind the officers of the reporting unit of their duties under sections 285 and 287 of the RO Act in relation to the financial management of the reporting unit. These sections require officers to exercise their powers and discharge their duties with care and diligence, in the best interest of the organisation and not to cause detriment to the organisation (these are civil penalty provisions). It is incumbent on the officers of the reporting unit to take appropriate steps to address the net operating loss and ensure its ongoing solvency.

### Officer's declaration statement – to include all nil activity disclosures not elsewhere disclosed

Item 21 of the RGs states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. I note that the officer's declaration statement includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the body of the notes:

- "Agree to receive financial support from another reporting unit to continue as a going concern" and "agree to provide financial support to another reporting unit to ensure they continue as a going concern" are disclosed in both Note 1.19 and the officer's declaration statement;
- "Pay separation and redundancy expense for holders of office", "pay other employment expenses for holders of office", "pay separation and redundancy expense for employees (other than holders of office)" and "pay other employment expenses for employees (other than holders of office)" are disclosed in both Note 4A and the officer's declaration statement; and

- "Pay legal costs relating to litigation" is disclosed in both Note 4E and the officer's declaration statement.

Please note that nil activities only need to be disclosed once.

I also note that the notes and the officer's declaration statement contained nil activity information for all prescribed RG categories except the following:

- Have a payable in respect of legal costs relating litigation (RG 16(b)(i));

Please ensure in future years that the above mentioned items are disclosed in either the financial statements, the notes or in the officer's declaration statement as per the RGs.

#### Inconsistency in disclosure of financial information

Note 4C *Administration and other operating expenses* discloses conference and meeting expenses of \$8,184 for the 2019 financial year (2018: \$9,947). The officer's declaration statement, however includes a nil disclosure of incurring expenses due to holding a meeting as required under the rules of the organisation.

Note 7B *Other Payables* discloses payable to other legal matters of \$78,758 for 2019 financial year. The officer's declaration statement, however includes a nil disclosure of having a payable in respect of legal costs relating to other legal matters.

In future years, please ensure that items within the financial report are disclosed consistently.

#### **Reporting Requirements**

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 RGs and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 RGs and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at [kylie.ngo@roc.gov.au](mailto:kylie.ngo@roc.gov.au).

Yours sincerely,



**Kylie Ngo**  
**Registered Organisations Commission**

**Australasian Meat Industry Employees Union FEDERAL COUNCIL**

S.268 *Fair Work (Registered Organisations) Act 2009*

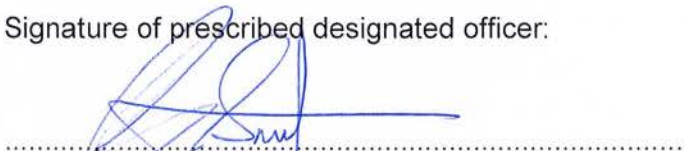
**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

Certificate for the period ended 30<sup>th</sup> June 2019

I Graham Smith being the Federal Secretary Treasurer of the Australasian Meat Industry Employees Union FEDERAL COUNCIL certify:

- that the documents lodged herewith are copies of the full report for the Australasian Meat Industry Employees Union FEDERAL COUNCIL for the period ended 30<sup>TH</sup> June 2019 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the *full report* was provided to members of the reporting unit on 17<sup>th</sup> October 2019; and
- that the full report was made available online at <https://amieu.asn.au/wp-content/uploads/2019/11/amieu-fin-statements-300619.pdf> on 18 October 2019; and
- that the full report was presented to a *meeting* of the Federal Executive of the reporting unit on 19<sup>th</sup> November 2019 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated

officer: **Graham Smith**

Title of prescribed designated officer:

**Federal Secretary Treasurer**

Dated: 6<sup>th</sup> February 2020

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**ABN 12 206 758 691**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2019**

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**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**COMMITTEE OF MANAGEMENT’S OPERATING REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Operating Report**

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* (“Act”) the Committee of Management (“the Committee”) presents its Operating Report on the Australasian Meat Industry Employees Union – Federal Council (“the Union”), for the year ended 30 June 2019.

**Principal Activities**

The principal activity of the Australasian Meat Industry Employees Union – Federal Council is to uphold the rights of organisation of labour and to improve, protect and foster the best interest of its members and to subscribe to and/ or co-operate with policy of improving the cultural and living standards of its members.

**Operating Results**

The deficit for the financial year amounted to \$54,139.

**Significant Changes in Financial Affairs**

A review of the operations of the Union during the financial year found that there was no significant change in the financial affairs of the Union’s operations during the year.

**After Balance Date Events**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Union, the results of those operations or the state of affairs of the Union in future financial years.

**Future Developments**

Likely developments in the operations of the Union or the expected result of those operations in future financial years have not been included in this report as such information is likely to result in unreasonable prejudice to the Union.

**Environmental Issues**

The Union’s operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

**Members Right to Resign**

A member may resign from the Union by written notice addressed and delivered to the Secretary of the Branch in which membership is held.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 JUNE 2019**

**Membership of the Union**

Total number of members as at 30 June 2019: 21,220.

**Employees of the Union**

The number of persons who were, at the end of the period to which the report relates, employees of the Union, where the number of employees includes both full-time and part-time employees measured on a full-time equivalent basis is 2.0.

**Members of the Committee of Management**

The name of each person who has been a member of the Committee of Management of the Union at any time during the reporting period, and the period for which he or she held such a position is as follows:

<b>Name</b>	<b>Period of Appointment</b>	<b>Position</b>
<i>Federal Officers</i>		
Patricia Fernandez	01/07/18 – 12/09/18 06/06/19 – 30/06/19	Federal President Federal President
Paul Conway	01/07/19 – 12/09/18 12/09/18 – 14/05/19	Federal Vice President Federal President
John Da Silva	12/09/18 – 30/06/19	Federal Vice President
Graham Smith	01/07/18 – 30/06/19	Federal Secretary/ Treasurer
<i>Queensland Branch Representatives</i>		
Matthew Journeaux	01/07/18 – 30/06/19	Executive Member/ QLD Branch Secretary
Warren Earle	01/07/18 – 30/06/19	Committee Member
Ian MacLauchlan	01/07/18 – 30/06/19	Committee Member
<i>Newcastle and Northern Branch Representatives</i>		
Grant Courtney	01/07/18 – 30/06/19	Executive Member/ Newcastle and Northern Branch Secretary
Mark Cooke	01/07/18 – 30/06/19	Committee Member
Justin Smith	01/07/18 – 30/06/19	Committee Member
<i>New South Wales Branch Representatives</i>		
Patricia Fernandez	01/07/18 – 30/06/19	Executive Member/ NSW Branch Secretary
Diana Sully	01/07/18 – 30/06/19	Committee Member
Mark Perkins	01/07/18 – 30/06/19	Committee Member
<i>Victoria Branch Representatives</i>		
Paul Conway	01/07/18 – 30/06/19	Executive Member/ VIC Branch Secretary
Gynnyth Evans	01/07/18 – 30/06/19	Committee Member
Jason Piper	01/07/18 – 30/06/19	Committee Member



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**COMMITTEE OF MANAGEMENT'S OPERATING REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 JUNE 2019**

**Members of the Committee of Management (continued)**

<b>Name</b>	<b>Period of Appointment</b>	<b>Position</b>
<i>Tasmania Branch Representatives</i>		
Andrew Foden	Committee Member	Executive Member/ TAS Branch Secretary
Glenn Mansfield	01/07/18 – 30/06/19	Committee Member
Jonathan Ainslie	01/07/18 – 30/06/19	Committee Member
<i>South and Western Australia Representatives</i>		
Sharra Anderson	01/07/18 – 30/06/19	Executive Member/ SAWA Branch Secretary
John Da Silva	01/07/18 – 30/06/19	Committee Member
Scott Challenger	01/07/18 – 30/06/19	Committee Member
Kaine Sich	01/07/18 – 07/05/19	Committee Member
Peter Legg	01/07/18 – 30/06/19	Committee Member

**Wages Recovery Activity**

The Union has not undertaken any recovery of wages activity for the financial years ended 30 June 2019 and 30 June 2018.

**Officers or Members who are Superannuation Fund Trustees/ Directors of a Company that is a Superannuation Fund Trustee**

Those who hold a position of trustee or director of an entity, scheme or company as described in s.254 (2) (d) of the *Fair Work (Registered Organisations) Act 2009*, where a criterion of such entity is that the holder of such position must be a member or official of a registered organisation are as follows:

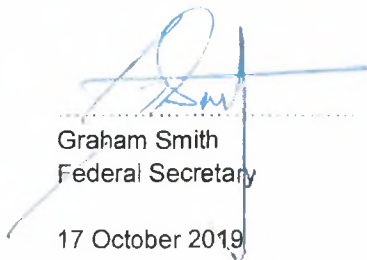
- Paul Conway
  - Member and Committee of Management Member of the Union
  - Director of the Trustee of the Meat Industry Employee's Superannuation Fund
- Matt Journeaux
  - Member and Committee of Management Member of the Union
  - Director of the Trustee of the Meat Industry Employee's Superannuation Fund
- Patricia Fernandez
  - Member and Committee of Management Member of the Union
  - Director of the Trustee of the Meat Industry Employee's Superannuation Fund

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL  
COMMITTEE OF MANAGEMENT’S OPERATING REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

**Auditor’s Independence Declaration**

A copy of the auditor’s independence declaration is set out on page 7.

This report is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee of Management by:



Graham Smith  
Federal Secretary

17 October 2019

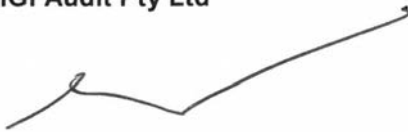
Adelaide

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE COMMITTEE OF MANAGEMENT OF THE  
AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

As lead auditor for the audit of the Australasian Meat Industry Employees Union – Federal Council for the year ended 30 June 2019; I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

*M.C.F.*

**MGI Audit Pty Ltd**



**G I Kent**

Director – Audit & Assurance

Brisbane

17 October 2019

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/2

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**COMMITTEE OF MANAGEMENT STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

On 17 October 2019, the Committee of Management of the Union passed the following resolution to the General Purpose Financial statements (GPFR) of the reporting unit for the financial year ended 30 June 2019.

The Committee of Management declares in relation to the GPFR that in its opinion:

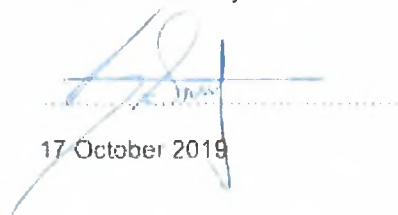
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - i. meetings of the Committee of Management were held in accordance with the rules of the organisation and the rules of the branch concerned; and
  - ii. the financial affairs of the Union have been managed in accordance with the rules of the organisation, including the rules of the branch concerned; and
  - iii. the financial records of the Union have been kept and maintained in accordance with the RO Act; and
  - iv. where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - v. where information has been sought in any request of a member of the reporting unit or Commissioner duly made under section 272 of the RO Act, that information has been provided to the member or Commissioner; and
  - vi. where any order for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the Committee of Management.

**Name of Designated Officer:** Graham Smith

**Title of Designated Officer:** Federal Secretary

**Signature:**



**Date:** 17 October 2019

## **Independent Audit Report to the Members of the Australasian Meat Industry Employees Union – Federal Council**

### **Report on the Audit of the Financial Report**

#### **Opinion**

We have audited the financial report of the Australian Meat Industry Employees Union – Federal Council, which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement, the subsection 255(2A) report and the Officer Declaration Statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Australasian Meat Industry Employees Union – Federal Council as at 30 June 2019, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We declare that management's use of the going concern basis in the preparation of the financial statements of the Union is appropriate.

#### **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Union in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Inherent Uncertainty Regarding Continuation as a Going Concern**

Without qualification to the opinion expressed above, we draw attention to Note 1.19 in the financial report, which indicates that the Union as of 30 June 2019 has negative retained earnings of \$140,083 (i.e. the liabilities of the Union exceed that of its assets), incurred a deficit of \$54,139 and had operating cash outflows of \$77,031. This condition, along with other matters as set forth in Note 1.19 indicate the existence of a material uncertainty that may cast doubt about the Union's ability to continue as a going concern. Therefore the Union may be unable to release its assets and discharge its liabilities in the normal course of business in the absence of support by other reporting units or its members.

### **Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Committee of Management for the Financial Report**

The Committee of Management of the Union is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Union's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.

**Auditor's Responsibilities for the Audit of the Financial Report (continued)**

- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Union to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Union's audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Declaration**

I declare that I am an approved auditor, a member of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

*M. G. I*

**MGI Audit Pty Ltd**



**G I Kent**

Director – Audit & Assurance

Brisbane

17 October 2019

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/2

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	2019 \$	2018 \$
<b>Revenue</b>			
Capitation fees	3A	444,636	426,524
Levies	3B	72,804	-
Interest	3C	773	1,595
Other revenue	3D	27,772	30,321
<b>Total revenue</b>		<b>545,985</b>	<b>458,440</b>
<b>Expenses</b>			
Employee expenses	4A	(262,284)	(249,942)
Affiliation fees	4B	(126,854)	(151,196)
Administration and other operating expenses	4C	(122,372)	(141,894)
Depreciation and amortisation	4D	(1,822)	(4,732)
Legal costs	4E	(71,598)	(2,016)
Audit fees	12	(15,194)	(10,500)
<b>Total expenses</b>		<b>(600,124)</b>	<b>(560,280)</b>
<b>Deficit for the year</b>		<b>(54,139)</b>	<b>(101,840)</b>
<b>Other comprehensive income</b>			
Other Comprehensive income (net of income tax)		-	-
<b>Total comprehensive income for the year</b>		<b>(54,139)</b>	<b>(101,840)</b>

The above statement should be read in conjunction with the notes.



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2019**

	Notes	2019 \$	2018 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5A	124,360	66,066
Trade and other receivables	5B	7,375	7,483
Other current assets		1,753	1,629
<b>Total current assets</b>		<b>133,488</b>	<b>75,178</b>
<b>Non-Current Assets</b>			
Furniture and fittings	6A	-	-
Office equipment	6B	897	2,719
Motor vehicles	6C	-	-
<b>Total non-current assets</b>		<b>897</b>	<b>2,719</b>
<b>Total assets</b>		<b>134,385</b>	<b>77,897</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade payables	7A	34,044	17,447
Other payables	7B	87,246	8,290
Employee provisions	8A	153,178	138,104
<b>Total current liabilities</b>		<b>274,468</b>	<b>163,841</b>
<b>Non-Current Liabilities</b>			
Employee provisions	8A	-	-
<b>Total non-current liabilities</b>		<b>-</b>	<b>-</b>
<b>Total liabilities</b>		<b>274,468</b>	<b>163,841</b>
<b>Net assets</b>		<b>(140,083)</b>	<b>(85,944)</b>
<b>EQUITY</b>			
Retained earnings		(140,083)	(85,944)
<b>Total equity</b>		<b>(140,083)</b>	<b>(85,944)</b>

The above statement should be read in conjunction with the notes.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2019**

	Notes	Retained earnings \$	Total equity \$
<b>Balance as at 1 July 2017</b>		15,896	15,896
Deficit for the year		(101,840)	(101,840)
Other comprehensive income		-	-
<b>Closing balance as at 30 June 2018</b>		(85,944)	(85,944)
Deficit for the year		<b>(54,139)</b>	<b>(54,139)</b>
Other comprehensive income		-	-
<b>Closing balance as at 30 June 2019</b>		<b>(140,083)</b>	<b>(140,083)</b>

The above statement should be read in conjunction with the notes.

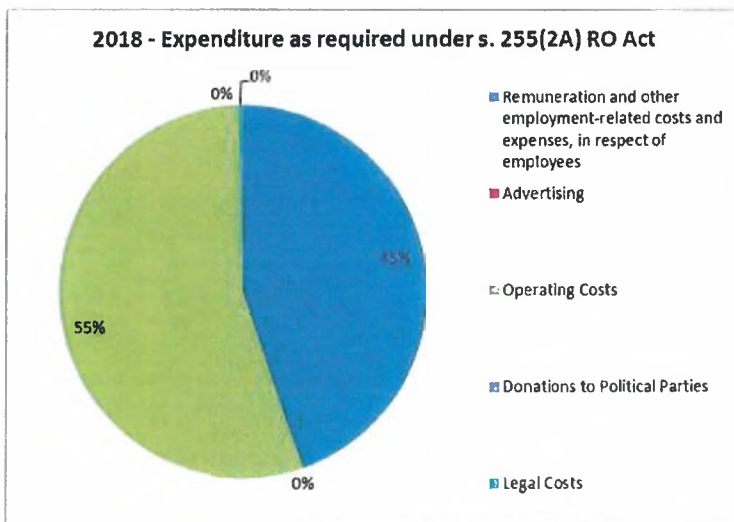
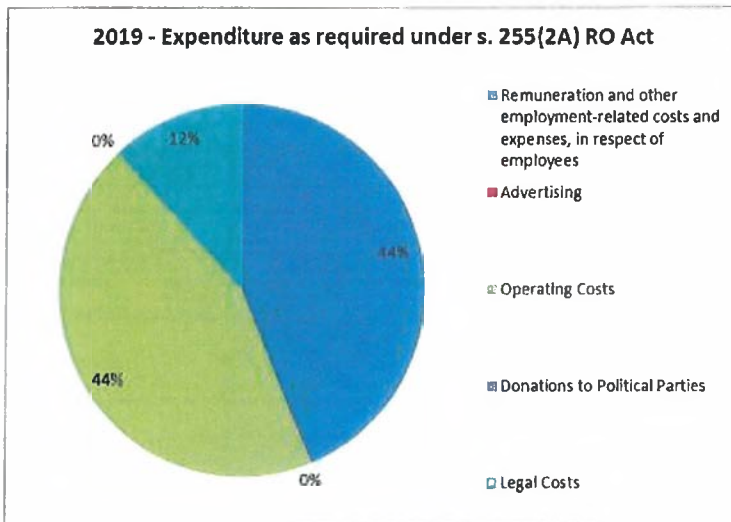
**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2019**

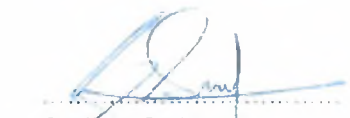
	Notes	2019 \$	2018 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Receipts from other reporting units	9B	598,488	502,915
Receipts from members and other customers		524	6,559
Interest		773	1,595
		<u>599,785</u>	<u>511,069</u>
<b>Cash used</b>			
Employees and suppliers		(528,104)	(574,051)
Payment to other reporting units	9B	(13,387)	(14,049)
		<u>(541,491)</u>	<u>(588,100)</u>
<b>Net cash used in operating activities</b>		<u>58,294</u>	<u>(77,031)</u>
<b>INVESTING ACTIVITIES</b>			
Payments for plant and equipment		-	-
Proceeds from sale of plant and equipment		-	-
<b>Net cash used in investing activities</b>		<u>-</u>	<u>-</u>
<b>FINANCING ACTIVITIES</b>			
		<u>-</u>	<u>-</u>
<b>Net increase/ (decrease) in cash held</b>		<u>58,294</u>	<u>(77,031)</u>
Cash & cash equivalents at the beginning of the reporting period		66,066	143,097
<b>Cash &amp; cash equivalents at the end of the reporting period</b>	5A	<u>124,360</u>	<u>66,066</u>

The above statement should be read in conjunction with the notes.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL  
 REPORT REQUIRED UNDER SUBSECTION 255(2A) OF THE FAIR WORK (REGISTERED  
 ORGANISATIONS) ACT 2009  
 FOR THE YEAR ENDED 30 JUNE 2019**

The Committee of Management presents the expenditure report as required under subsection 255(2A) of the *Fair Work (Registered Organisations) Act 2009* on the Union for the year ended 30 June 2019:



  
 Graham Smith  
 Federal Secretary  
 17 October 2019

Adelaide

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Index to the Notes of the Financial Statements**

Note 1	Summary of significant accounting policies
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Note 5	Current assets
Note 6	Non-current assets
Note 7	Current liabilities
Note 8	Provisions
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Note 10	Contingent liabilities, assets and commitments
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Note 16	Union details
Note 17	Segment information

## AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

#### Note 1 Summary of significant accounting policies

##### 1.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period, and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Australian Meat Industry Employees Union – Federal Council (the Union) is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. 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.

##### 1.2 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

##### 1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

###### Key Estimates

###### *Impairment – general*

The Union assesses impairment at each reporting period by evaluation of conditions and events specific to the Union that may be indicative of impairment triggers. Recoverable amounts of relevant assets are assessed using value-in-use calculations which incorporate various key assumptions.

No impairment has been recognised in respect of the current year.

###### Key Judgements

###### *Useful lives of plant and equipment*

Plant and equipment are depreciated over the useful life of the asset and the depreciation rates are assessed when the asset are acquired or when there is a significant change that affects the remaining useful life of the asset.

###### *Provision for impairment of receivables*

The value of the provision for impairment of receivables is estimated by considering the ageing of receivables, communication with the debtors and prior history.

###### *On-cost for employee entitlement provision*

The Union revised its estimate for on-costs for employee provision during the year to include superannuation, workers compensation and payroll tax.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.4 New Australian Accounting Standards**

***Adoption of New Australian Accounting Standard requirements***

The accounting policies adopted are consistent with those of the previous financial year except for the following standards and amendments, which have been adopted for the first time this financial year.

- AASB 9 Financial Instruments and relevant amending standards, which replaces AASB 139 Financial Instruments: Recognition and Measurement.

**Impact on adoption of AASB 9**

**(a) Initial application**

AASB 9 *Financial Instruments* (**AASB 9**) replaces AASB139 *Financial Instruments: Recognition and Measurement* (**AASB 139**) for annual periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Union has applied AASB 9 retrospectively, with an initial application date of 1 July 2018.

The adoption of AASB 9 did not have any material impact on the amount disclosed in the comparative financial year.

***Future Australian Accounting Standards Requirements***

- AASB 1058 Income of Not-for-Profit Entities (AASB 1058) and AASB 15 Revenue from Contracts with Customers (AASB 15)

AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-to-profit (NFP) entities, in conjunction with AASB 15 Revenue from Contracts with Customers. These Standards supersede all the income recognition requirements relating to private sector NFP entities, and the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 Contributions.

Under AASB 1058, the timing of income recognition depends on whether a NFP transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.

## AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2019

#### Note 1 Summary of significant accounting policies (Continued)

##### 1.4 New Australian Accounting Standards (Continued)

This standard applies when a NFP entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. In the latter case, the entity will recognise and measure the asset at fair value in accordance with the applicable Australian Accounting Standard (e.g. AASB 116 Property, Plant and Equipment).

Upon initial recognition of the asset, AASB 1058 requires the entity to consider whether any other financial statement elements (called 'related amounts') should be recognised, such as:

- Contributions by owners;
- Revenue, or a contract liability arising from a contract with a customer;
- A lease liability;
- A financial instrument; or
- A provision.

These related amounts will be accounted for in accordance with the applicable Australian Accounting Standard.

The Union is yet to undertake a detailed assessment of the impact of AASB 1058 and AASB 15. However, based on the Union's preliminary assessment, the Standards are not expected to have a material impact on the transactions and balances recognised in the financial statements when it is first adopts for the year ending 30 June 2020.

- AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019)

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: Leases and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases. The main changes introduced by the new Standard include:

- recognition of a right-to-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-to-use assets in line with AASB 116: Property, Plant and Equipment in profit or loss and unwinding of the liability in principal and interest components;
- variable lease payments that depend on an index or a rate are included in the initial measurement of the lease liability using the index or rate at the commencement date;
- by applying a practical expedient, a lessee is permitted to elect not to separate non-lease components and instead account for all components as a lease; and
- additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

The Committee of Management does not believe the effects of AASB 16 will significantly affect the Union.



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.5 Revenue**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

**1.6 Gains**

***Sale of assets***

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

**1.7 Capitation fees and levies**

Capitation fees and levies are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.8 Employee benefits**

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The reporting unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

**1.9 Leases**

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

**1.10 Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.11 Financial instruments**

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument.

**1.12 Financial assets**

**Initial recognition and Measurement**

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Union's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the Union initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Union's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Union commits to purchase or sell the asset.

**Subsequent measurement**

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.12 Financial assets (continued)**

**Financial assets at amortised costs**

The reporting unit measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding

Financial assets at amortised cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The Union's financial assets at amortised cost includes trade receivables and loans to related parties.

**Financial assets at fair value through profit or loss (including designated)**

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term. Derivatives, including separated embedded derivatives, are also classified as held for trading unless they are designated as effective hedging instruments. Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model. Notwithstanding the criteria for debt instruments to be classified at amortised cost or at fair value through OCI, as described above, debt instruments may be designated at fair value through profit or loss on initial recognition if doing so eliminates, or significantly reduces, an accounting mismatch.

Financial assets at fair value through profit or loss are carried in the statement of financial position at fair value with net changes in fair value recognised in profit or loss.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.12 Financial assets (continued)**

**Derecognition**

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The Union has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
  - a) The Union has transferred substantially all the risks and rewards of the asset, or
  - b) the Union has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Union has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the Union continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

**Offsetting**

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

**Impairment**

**(i) Trade receivables**

For trade receivables that do not have a significant financing component, the Union applies a simplified approach in calculating expected credit losses (ECLs) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the Union does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Union has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.12 Financial assets (continued)**

**(ii) Debt instruments other than trade receivables**

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the Union recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Union expects to receive, discounted at an approximation of the original effective interest rate.

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The Union considers a financial asset in default when contractual payments are 60 days past due. However, in certain cases, the Union may also consider a financial asset to be in default when internal or external information indicates that the Union is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

**1.13 Financial Liabilities**

**Initial recognition and measurement**

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss. All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

The Union's financial liabilities include trade and other payables.

***Subsequent Measurement***

**Financial liabilities at fair value through profit or loss (including designated)**

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

Gains or losses on liabilities held for trading are recognised in profit or loss.

Financial liabilities designated upon initial recognition at fair value through profit or loss are designated at the initial date of recognition, and only if the criteria in AASB 9 are satisfied.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.13 Financial Liabilities (continued)**

**Financial liabilities at amortised cost**

After initial recognition, trade payables and interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

**Derecognition**

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

**1.14 Contingent Liabilities and Contingent Assets**

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

**1.15 Plant and Equipment**

***Asset Recognition Threshold***

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.15 Plant and Equipment (continued)**

***Depreciation***

Depreciable plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	<b>2019</b>	<b>2018</b>
Motor Vehicles	5 years	5 years

***Derecognition***

An item of plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

**1.16 Impairment of non-financial assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Union were deprived of the asset, its value in use is taken to be its depreciated replacement cost.



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.17 Taxation**

The Union is exempt from income tax under section 50.1 of the *Income Tax Assessment Act 1997* however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

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

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

**1.18 Fair value measurement**

The Union measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 14.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 1 Summary of significant accounting policies (Continued)**

**1.18 Fair value measurement (continued)**

The principal or the most advantageous market must be accessible by the Union. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Union uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Union determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Union has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

## AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2019

#### 1.19 Going concern

The Union is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

The Union has not agreed to provide financial support to another reporting unit to ensure they can continue on a going concern basis.

Notwithstanding the Union's negative retained earnings balance of \$140,083 as well as incurring a material deficit of \$54,139 during the 30 June 2019 year, the financial report has been prepared on the going concern basis, which contemplates the continuity of normal business activities and the realisation of assets and settlements of liabilities in the ordinary course of business.

The Committee of Management has determined that the financial report should be prepared on a going concern basis due to the following reasons:

- The Union's current liabilities at 30 June 2019 totalled \$274,468 of which \$153,178 relate to employee leave entitlements. The Committee of Management believe that not all of these leave entitlements are likely to be paid out within the next 12 months (even though they are currently vesting and the Union does not have an unconditional right of deferral of more than 12 months).
- The Union has cash reserves of \$124,360 at 30 June 2019.
- The Union continues to meet its current creditor commitments.
- The Committee of Management and Federal Secretary continue to maintain a focus on both increasing the number of financial members and reducing operating costs of the Union.
- The Union has the ability to raise funds via increasing the capitation fee rate or raise a levy on state branches. Collectively there are significant cash assets within the state branches to pay any increase in capitation fees or levies should they be raised.

The Committee of Management also note that at the date of approval of the financial statements, no formal request for financial assistance (such as the form of a loan, payment of a grant etc.) has been sought by the Union from any other reporting unit with the Australasian Meat Industry Employees Union.

Having regard to the above factors, the Committee of Management are of the opinion that the basis upon which the financial report is presented is appropriate given the circumstances. Accordingly, no adjustments have been made to the recoverability and reclassification of recorded asset amounts and classification of liabilities that might be necessary should the Union not continue as a going concern.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 2 Events after the reporting period**

There were no events that occurred after 30 June 2019, and /or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Union.

<b>2019</b>	2018
\$	\$

**Note 3 Income**

**Note 3A: Capitation fees**

Australasian Meat Industry Employees Union – Queensland Branch (AMIEU – Queensland Branch)	<b>132,706</b>	131,458
Australasian Meat Industry Employees Union – New South Wales Branch (AMIEU – NSW Branch)	<b>90,150</b>	86,941
Australasian Meat Industry Employees Union – Newcastle & Northern Branch (AMIEU – Newcastle & Northern Branch)	<b>84,755</b>	67,109
Australasian Meat Industry Employees Union – Victoria Branch (AMIEU – Victoria Branch)	<b>76,197</b>	84,039
Australasian Meat Industry Employees Union – Tasmania Branch (AMIEU – Tasmania Branch)	<b>10,016</b>	9,172
Australasian Meat Industry Employees Union – South Australia/ Western Australia Branch (AMIEU – SA/ WA Branch)	<b>50,812</b>	47,805
<b>Total capitation fees</b>	<b>444,636</b>	426,524

**Note 3B: Levies**

AMIEU – Queensland Branch	<b>19,638</b>	-
AMIEU – NSW Branch	<b>14,547</b>	-
AMIEU – Newcastle & Northern Branch	<b>14,547</b>	-
AMIEU – Victoria Branch	<b>14,547</b>	-
AMIEU – Tasmania Branch	<b>1,524</b>	-
AMIEU – SA/ WA Branch	<b>8,001</b>	-
<b>Total levies</b>	<b>72,804</b>	-

Levies raised during the year relate to the ongoing funding of the Federal Council.

**Note 3C: Interest**

Deposits	<b>773</b>	1,595
<b>Total interest</b>	<b>773</b>	1,595

**Note 3D: Other revenue**

Publication fees (journals purchased by state branches)	<b>14,002</b>	17,163
Other sundry revenue	<b>13,770</b>	13,158
<b>Total other revenue</b>	<b>27,772</b>	30,321

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
<b>Note 4 Expenses</b>		
<b>Note 4A: Employee expenses</b>		
<b>Holders of office:</b>		
Wages and salaries	108,193	101,239
Superannuation	19,369	18,536
Leave and other entitlements	19,127	18,349
Separation and redundancies	-	-
Other employee expenses	-	-
<b>Subtotal employee expenses holders of office</b>	<u>146,689</u>	<u>138,124</u>
<b>Employees other than office holders:</b>		
Wages and salaries	90,600	87,501
Superannuation	9,351	9,147
Leave and other entitlements	15,644	15,170
Separation and redundancies	-	-
Other employee expenses	-	-
<b>Subtotal employee expenses employees other than office holders</b>	<u>115,595</u>	<u>111,818</u>
<b>Total employee expenses</b>	<u>262,284</u>	<u>249,942</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

	2019	2018
	\$	\$
<b>Note 4B: Affiliation fees</b>		
Australian Council of Trade Unions	103,341	100,881
International Union of Food Workers	23,475	47,769
APHEDA – Union Aid Abroad	38	2,546
<b>Total affiliation fees</b>	<u>126,854</u>	<u>151,196</u>
<b>Note 4C: Administration and other operating expenses</b>		
Administration expenses	12,000	12,000
Conference and meeting expenses	8,184	9,947
Airfares and travel	34,934	62,386
Legal and industrial books	13,465	9,357
Journal costs	23,783	22,466
Other	30,006	25,738
<b>Total administration and other operating expense</b>	<u>122,372</u>	<u>141,894</u>
<b>Note 4D: Depreciation and amortisation</b>		
Depreciation		
Office Equipment	1,882	1,998
Motor Vehicles	-	2,734
<b>Total depreciation</b>	<u>1,882</u>	<u>4,732</u>
<b>Note 4E: Legal costs</b>		
Litigation	-	2,016
Other legal matters	71,598	-
<b>Total legal costs</b>	<u>71,598</u>	<u>2,016</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 30 JUNE 2019**

	2019	2018
	\$	\$
<b>Note 5      Current Assets</b>		
<b>Note 5A: Cash and Cash Equivalents</b>		
Cash at bank	118,810	1,286
Cash on hand	150	150
Short term deposits	5,400	64,630
<b>Total cash and cash equivalents</b>	<u>124,360</u>	<u>66,066</u>
<b>Note 5B: Trade and Other Receivables</b>		
<b>Receivables from other reporting units</b>		
AMIEU – Queensland Branch	-	574
AMIEU – Newcastle & Northern Branch	-	574
AMIEU – NSW Branch	-	1,053
AMIEU – Tasmania Branch	-	191
AMIEU – SA/ WA Branch	4,231	-
<b>Total receivables from other reporting units</b>	<u>4,231</u>	<u>2,392</u>
<b>Less provision for doubtful debts</b>	-	-
<b>Total provision for doubtful debts</b>	-	-
<b>Receivable from other reporting units (net)</b>	<u>4,231</u>	<u>2,392</u>
<b>Other receivables:</b>		
GST receivable	3,144	3,927
Other trade receivables	-	1,164
<b>Total other receivables</b>	<u>3,144</u>	<u>5,091</u>
<b>Total trade and other receivables (net)</b>	<u>7,375</u>	<u>7,483</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019	2018
<b>Note 6      Non-current Assets</b>	<b>\$</b>	<b>\$</b>
<b>Note 6A: Furniture and fittings</b>		
Furniture and fittings:		
at cost	908	908
accumulated depreciation	(908)	(908)
<b>Total furniture and fittings</b>	<b>-</b>	<b>-</b>

***Reconciliation of Opening and Closing Balances of Furniture and Fittings***

<b>As at 1 July</b>		
Gross book value	908	908
Accumulated depreciation and impairment	(908)	(908)
<b>Net book value 1 July</b>	<b>-</b>	<b>-</b>
Additions:		
By purchase	-	-
Depreciation expense	-	-
Disposals:		
By sale	-	-
<b>Net book value 30 June</b>	<b>-</b>	<b>-</b>
<b>Net book value as of 30 June represented by:</b>		
Gross book value	908	908
Accumulated depreciation and impairment	(908)	(908)
<b>Net book value 30 June</b>	<b>-</b>	<b>-</b>



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
<b>Note 6B: Office equipment</b>		
Office Equipment:		
at cost	10,290	10,290
accumulated depreciation	(9,393)	(7,571)
<b>Total plant and equipment</b>	<u>897</u>	<u>2,719</u>

*Reconciliation of Opening and Closing Balances of Office Equipment*

<b>As at 1 July</b>		
Gross book value	10,290	10,290
Accumulated depreciation and impairment	(7,571)	(5,573)
<b>Net book value 1 July</b>	<u>2,719</u>	<u>4,717</u>
Additions:		
By purchase	-	-
Depreciation expense	(1,822)	(1,998)
Disposals:		
By sale	-	-
<b>Net book value 30 June</b>	<u>897</u>	<u>2,719</u>
<b>Net book value as of 30 June represented by:</b>		
Gross book value	10,290	10,290
Accumulated depreciation and impairment	(9,393)	(7,571)
<b>Net book value 30 June</b>	<u>897</u>	<u>2,719</u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
<b>Note 6C: Motor Vehicles</b>		
Motor Vehicles:		
at cost	30,254	30,254
accumulated depreciation	(30,254)	(27,520)
<b>Total plant and equipment</b>	<u>-</u>	<u>2,734</u>

*Reconciliation of Opening and Closing Balances of Motor Vehicles*

<b>As at 1 July</b>		
Gross book value	30,254	30,254
Accumulated depreciation and impairment	(30,254)	(27,520)
<b>Net book value 1 July</b>	-	2,734
Additions:		
By purchase	-	-
Depreciation expense	-	(2,734)
Disposals:		
By sale	-	-
<b>Net book value 30 June</b>	-	-
<b>Net book value as of 30 June represented by:</b>		
Gross book value	30,254	30,254
Accumulated depreciation and impairment	(30,254)	(30,254)
<b>Net book value 30 June</b>	-	-

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
<b>Note 7 Current Liabilities</b>		
<b>Note 7A: Trade payables</b>		
Trade creditors and accruals	32,497	17,447
<b>Subtotal trade creditors</b>	<u>32,497</u>	<u>17,447</u>
<b>Payables to other reporting units</b>		
AMIEU – SA/ WA Branch	1,547	-
<b>Subtotal payables to other reporting units</b>	<u>1,547</u>	<u>-</u>
<b>Total trade payables</b>	<u><u>34,044</u></u>	<u><u>17,447</u></u>

Settlement is usually made within 30 days.

**Note 7B: Other payables**

Superannuation	3,660	3,914
Legal costs		
Other legal matters	78,758	-
Other	4,828	4,376
<b>Total other payables</b>	<u><u>87,246</u></u>	<u><u>8,290</u></u>

Total other payables are expected to be settled in:

No more than 12 months	87,246	8,290
More than 12 months	-	-
<b>Total other payables</b>	<u><u>87,246</u></u>	<u><u>8,290</u></u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
<b>Note 8      Provisions</b>		
<b>Note 8A: Employee Provisions</b>		
<b>Office Holders:</b>		
Annual leave	22,309	16,049
Vesting personal leave	6,865	16,343
Long service leave	93,599	86,691
<b><i>Subtotal employee provisions—office holders</i></b>	<b>122,773</b>	<b>119,083</b>
<b>Employees other than office holders:</b>		
Annual leave	12,462	5,619
Vesting personal leave	9,940	7,968
Long service leave	8,003	5,434
<b><i>Subtotal employee provisions—employees other than office holders</i></b>	<b>30,405</b>	<b>19,021</b>
<b>Total employee provisions</b>	<b>153,178</b>	<b>138,104</b>
Current	153,178	138,104
Non-Current	-	-
<b>Total employee provisions</b>	<b>153,178</b>	<b>138,104</b>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 30 JUNE 2019**

	2019	2018
	\$	\$
<b>Note 9 Cash Flow</b>		
<b>Note 9A: Cash Flow Reconciliation</b>		
<b>Reconciliation of cash and cash equivalents as per Statement of Financial Position to Cash Flow Statement:</b>		
<b>Cash and cash equivalents as per:</b>		
Cash flow statement	124,360	66,066
Statement of financial position	124,360	66,066
<b>Difference</b>	<u>-</u>	<u>-</u>
<b>Reconciliation of profit/(deficit) to net cash from operating activities:</b>		
Deficit for the year	(54,139)	(101,840)
<b>Adjustments for non-cash items</b>		
Depreciation/ amortisation	1,822	4,732
<b>Changes in assets/liabilities</b>		
(Increase)/ decrease in net receivables	(675)	3,017
(Increase)/ decrease in other current assets	(124)	330
Increase/ (decrease) in creditors and other payables	96,336	5,546
Increase/ (decrease) in employee provisions	15,074	11,184
<b>Net cash (used in)/ provided by operating activities</b>	<u>58,294</u>	<u>(77,031)</u>
<b>Note 9B: Cash flow information</b>		
Cash inflows from other reporting unit		
AMIEU – Queensland Branch	178,984	153,049
AMIEU – NSW Branch	116,292	100,918
AMIEU – Newcastle & Northern Branch	118,093	79,319
AMIEU – Victoria Branch	104,843	100,843
AMIEU – Tasmania Branch	13,308	10,773
AMIEU – SA/ WA Branch	66,968	58,013
<b>Total cash inflows</b>	<u>598,488</u>	<u>502,915</u>
Cash outflows		
AMIEU – Victoria Branch	-	(662)
AMIEU – SA/ WA Branch	(13,387)	(13,387)
<b>Total cash outflows</b>	<u>(13,387)</u>	<u>(14,049)</u>

Note: Cash flow information to/ from other reporting units disclosed include 10% GST on applicable transactions.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 9C: Credit standby arrangements and loan facilities**

The Union has a credit card facility amounting to \$10,000 (2018: \$10,000). This may be terminated at any time at the option of the bank. The balance of this facility is cleared monthly and interest rates are variable.

**Note 9D: Non-cash transactions**

There have been no non-cash financing or investing activities during the year (2018: Nil).

	2019	2018
	\$	\$
<b>Note 9E: Net debt reconciliation</b>		
Cash and cash equivalents	124,360	66,066
Borrowings – repayable within one year	-	-
Borrowings – repayable after one year	-	-
Net debt	<u>124,360</u>	<u>66,066</u>

**Note 10F: Reconciliation of movements of liabilities to cash flows arising from financing activities**

	Other Assets	Liabilities from financing activities		Total
	Cash assets	Finance lease – due within 1 year	Finance lease – due after 1 year	
<b>Net debt at 1 July 2017</b>	143,097	-	-	143,097
Cash flows	(77,031)	-	-	(77,031)
<b>Net debt at 30 June 2018</b>	66,066	-	-	66,066
<b>Cash flows</b>	<b>58,294</b>	-	-	<b>58,294</b>
<b>Net debt at 30 June 2019</b>	<b>124,360</b>	-	-	<b>124,360</b>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 10 Contingent Liabilities, Assets and Commitments**

**Note 10A: Commitments and Contingencies**

**Capital commitments**

At 30 June 2019 the Union did not have any capital commitments (2018: Nil).

**Other contingent assets or liabilities (i.e. legal claims)**

Committee of Management is not aware of any contingent assets or liabilities that are likely to have a material effect on the results of the Union.

**Note 11 Related Party Disclosures**

**Note 11A: Related Party Transactions for the Reporting Period**  
**Holders of office and related reporting units**

The names of those persons who held office for all or part of the year are deemed to be a related party for financial reporting purposes as set out in the accompanying Committee of Management Operating Report.

For financial reporting purposes, under the *Fair Work (Registered Organisations) Act 2009*, the Australasian Meat Industry Employees Union is divided into the following separate reporting units (and deemed related parties):

- AMIEU – Queensland Branch
- AMIEU – NSW Branch
- AMIEU – Newcastle & Northern Branch
- AMIEU – Victoria Branch
- AMIEU – Tasmania Branch
- AMIEU – SA/ WA Branch

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>Revenue received from AMIEU – Queensland Branch includes the following:</b>		
Capitation fees	<b>132,706</b>	131,458
Levies	<b>19,638</b>	-
Reimbursement of meatworker journal costs recovered	<b>7,993</b>	7,677
Reimbursement of conference fees	-	574
Reimbursement of travel expenses	<b>1,855</b>	-
<b>Amounts owed by AMIEU – Queensland Branch include the following:</b>		
Reimbursement of conference fees	-	574

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 11 Related Party Disclosures (Continued)**

**Note 11A: Related Party Transactions for the Reporting Period  
Holders of office and related reporting units (Continued)**

	2019	2018
	\$	\$
<b>Revenue received from AMIEU – NSW Branch includes the following:</b>		
Capitation fees	90,150	86,941
Levies	14,547	-
Reimbursement of meatworker journal costs recovered	1,024	866
Reimbursement of conference fees	-	764
<b>Amounts owed by AMIEU – NSW Branch include the following:</b>		
Reimbursement of meatworker journal costs recovered	-	289
Reimbursement of conference fees	-	764
<b>Revenue received from AMIEU – Newcastle &amp; Northern Branch includes the following:</b>		
Capitation fees	84,755	67,109
Levies	14,547	-
Reimbursement of meatworker journal costs recovered	5,803	4,803
Reimbursement of court fees	-	215
Reimbursement of conference fees	-	574
Reimbursement of travel expenses	1,904	-
<b>Amounts owed by AMIEU – Newcastle &amp; Northern Branch include the following:</b>		
Reimbursement of conference fees	-	574
<b>Revenue received from AMIEU – Victoria Branch includes the following:</b>		
Capitation fees	76,197	84,039
Levies	14,547	-
Reimbursement of meatworker journal costs recovered	2,342	2,494
Reimbursement of court fees	-	1,485
Reimbursement of travel expenses	-	302
Reimbursement of travel expenses	2,448	-
<b>Expenses paid to AMIEU – Victoria Branch includes the following:</b>		
Reimbursement of travel expenses	-	602
<b>Revenue received from AMIEU – Tasmania Branch includes the following:</b>		
Capitation fees	10,016	9,172
Levies	1,525	-
Reimbursement of meatworker journal costs recovered	384	622
Reimbursement of conference fees	-	191



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 11 Related Party Disclosures (Continued)**

**Note 11A: Related Party Transactions for the Reporting Period**  
**Holders of office and related reporting units (Continued)**

	2019	2018
	\$	\$
<b>Amounts owed by AMIEU – Tasmania Branch include the following:</b>		
Reimbursement of conference fees	-	191
<b>Revenue received from AMIEU – SA/ WA Branch includes the following:</b>		
Capitation fees	50,812	47,805
Levies	8,001	-
Reimbursement of meatworker journal costs recovered	1,792	1,605
Reimbursement of travel expenses	3,202	995
Reimbursement of conference fees	-	191
Reimbursement of stationery expenses and administration costs	1,021	51
<b>Expenses paid to AMIEU – SA/ WA Branch includes the following:</b>		
Reimbursement of telephone expenses/ office expenses	1,576	170
Office administration fees	12,000	12,000
<b>Amounts owed by AMIEU – SA/ WA Branch include the following:</b>		
Levies	4,231	-
<b>Amounts owed to AMIEU – SA/ WA Branch include the following:</b>		
Office administration fees	1,100	-
Office expenses	447	-

**Terms and conditions of transactions with related parties**

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2019, the Union has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2018: Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 11 Related Party Disclosures (Continued)**

**Note 11A: Related Party Transactions for the Reporting Period  
Holders of office and related reporting units (Continued)**

	2019 \$	2018 \$
<b>Note 11B: Key Management Personnel Remuneration for the Reporting Period</b>		
<b>Short-term employee benefits</b>		
Salary (including annual leave taken)	108,193	101,239
Annual and personal leave accrued	15,976	13,693
Other	-	-
<b>Total short-term employee benefits</b>	<b>124,169</b>	<b>114,932</b>
<b>Post-employment benefits:</b>		
Superannuation	19,369	18,536
<b>Total post-employment benefits</b>	<b>19,369</b>	<b>18,536</b>
<b>Other long-term benefits:</b>		
Long-service leave	3,151	4,656
<b>Total other long-term benefits</b>	<b>3,151</b>	<b>4,656</b>
<b>Termination benefits</b>		
<b>Total</b>	<b>146,689</b>	<b>138,124</b>

No other transactions occurred during the year with elected officers, close family members or other related parties than those related to their membership or employment and on terms no more favourable than those applicable to any other member of employee.

**Note 12 Remuneration of Auditors**

**Value of the services provided**

Financial statement audit services	11,000	10,500
Other services	4,194	-
<b>Total remuneration of auditors</b>	<b>15,194</b>	<b>10,500</b>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 13 Financial Instruments**

**Financial Risk Management Policy**

The Union Committee of Management monitors the Union's financial risk management policies and exposure and approves financial transactions entered into. It also reviews the effectiveness of internal controls relating to the counterparty credit risk, liquidity risk, market risk and interest rate risk. The Union Committee of Management meets on a regular basis to review the financial exposure of the Union.

**(a) Credit Risk**

Exposure to credit risk relating to financial assets arise from the potential non-performance by counterparties of contract obligations that could lead to a financial loss of the Union. The Union does not have any material credit risk exposures as its major source of revenue is the receipt of membership fees.

The maximum exposures to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of provisions) as presented in the statement of financial position.

The Union has no significant concentration of credit risk with respect to any single counterparty or group of counterparties. The class of assets described as Trade and Other Receivables is considered to be the main source of credit risk related to the Union.

On a geographical basis, the Union's trade and other receivables are all based in Australia.

The following table details the Union's trade and other receivables exposed to credit risk. Amounts are considered 'past due' when the debt has not been settled, within the terms and conditions agreed between the Union and the customer or counterparty to the transaction. Receivables that are past due are assessed for impairment by ascertaining solvency of the debtors and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the Union.

The balance of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 13 Financial Instruments (Continued)**

**Ageing of financial assets that were past due but not impaired for 2019**

	Within trading terms/ 0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	3,144	-	-	-	3,144
Receivables from other reporting units	4,231	-	-	-	4,231
<b>Total</b>	<b>7,375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,375</b>

**Ageing of financial assets that were past due but not impaired for 2018**

	Within trading terms/ 0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	5,091	-	-	-	5,091
Receivables from other reporting units	2,392	-	-	-	2,392
<b>Total</b>	<b>7,483</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,483</b>

The Union has no significant concentrations of credit risk exposure to any single counterparty or group of counterparties.

Credit risk related to balances with banks and other financial institutions is managed by the Committee of Management in accordance with approved policy. Such policy requires that surplus funds are only invested with counterparties with a strong reputation and backed by the Commonwealth Government's bank guarantee. At 30 June 2019, all funds were held by financial institutions backed by the Commonwealth Government's bank guarantee.

***Collateral held as security***

The Union does not hold collateral with respect to its receivables at 30 June 2019 (2018: Nil).

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 13 Financial Instruments (Continued)**

**(b) Liquidity Risk**

Liquidity risk arises from the possibility that the Union might encounter difficulty in settling its debts or otherwise meeting its obligations in relation to financial liabilities. The Union manages this risk through the following mechanisms:

- preparing forward looking cash flow estimates;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- only investing surplus cash with major financial institutions; and
- comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities. The Union does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates

**Financial Instrument Composition and Maturity Analysis**

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2019	2018	2019	2018	2019	2018	2019	2018
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial liabilities due for payment</b>								
Trade payables	<b>34,044</b>	17,447	-	-	-	-	<b>34,044</b>	17,447
Other payables	<b>87,246</b>	8,290	-	-	-	-	<b>87,246</b>	8,290
Total expected outflows	<b>121,290</b>	25,737	-	-	-	-	<b>121,290</b>	25,737
<b>Financial assets – cash flow receivable</b>								
Cash and cash equivalents	<b>124,360</b>	66,066	-	-	-	-	<b>124,360</b>	66,066
Trade and other receivables	<b>7,375</b>	7,483	-	-	-	-	<b>7,375</b>	7,483
Total anticipated inflows	<b>131,735</b>	73,549	-	-	-	-	<b>131,735</b>	73,549
Net (outflow) / inflow on financial instruments	<b>10,445</b>	47,812	-	-	-	-	<b>10,445</b>	47,812

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 13 Financial Instruments (Continued)**

**(c) Market Risk**

i. Interest rate risk

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The Union is also exposed to earnings volatility on floating rate instruments.

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The Union is also exposed to earnings volatility on floating rate instruments.

Interest rate risk is managed using a mix of fixed and floating financial instruments. The effective interest rate expenditure to interest rate financial instruments are as follows:

	<b>Weighted Average Effective Interest Rate</b>			
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>%</b>	<b>%</b>	<b>\$</b>	<b>\$</b>
<b>Floating rate instruments</b>				
Cash and cash equivalents	<b>0.07%</b>	1.96%	<b>124,360</b>	66,066

ii. Foreign exchange risk

The Union is not exposed to fluctuations in foreign currencies.

iii. Price risk

The Union is no exposed to any material commodity price risk.

iv. Interest rate risk

The Union has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on the current year results and equity which could result from a change in this risk.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 13 Financial Instruments (Continued)**

v. Sensitivity Analysis

The following table illustrates sensitivities to the Union's exposures to changes in interest rates and equity prices. The table indicates the impact of how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables.

	<b>Profit</b> \$	<b>Equity</b> \$
<b>Year ended 30 June 2019</b>		
+2% in interest rates	+2,487	+2,487
-2% in interest rates	-93	-93
<b>Year ended 30 June 2018</b>		
+2% in interest rates	+1,321	+1,321
-2% in interest rates	-1,293	-1,293

No sensitivity analysis has been performed on foreign exchange risk as the Union has no material direct exposures to currency risk. There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 14 Fair Value Measurement**

**Fair Values**

*Fair value estimation*

The fair values of financial assets and liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties at an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgement and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded.

In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the Union. Most of these instruments, which are carried at amortised cost (i.e. accounts receivable), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the Union.

The following table contains the carrying amounts and related fair values for the Union's financial assets and liabilities:

		2019		2018	
	Footnote	Carrying value	Fair value	Carrying value	Fair value
		\$	\$	\$	\$
<b>Financial assets</b>					
Cash and cash equivalents	(i)	124,360	124,360	66,066	66,066
Accounts receivable and other debtors	(i)	7,375	7,375	7,483	7,483
<b>Total financial assets</b>		<b>131,735</b>	<b>131,735</b>	<b>73,549</b>	<b>73,549</b>
<b>Financial liabilities</b>					
Accounts payable and other payables	(i)	121,290	121,290	25,737	25,737
<b>Total financial liabilities</b>		<b>121,290</b>	<b>121,290</b>	<b>25,737</b>	<b>25,737</b>



**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 14 Fair Value Measurement (Continued)**

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for annual leave, which is outside the scope of AASB 139.

**Fair Value Hierarchy**

AASB 13: Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categories fair value measurement into one of the three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset of liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

The Union did not have any assets or liabilities that were recorded using the above fair value hierarchy at 30 June 2019 (2018: Nil).

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**Note 15 Section 272 Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commission:

- (1) A member of a reporting unit, or the Commissioner, 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).

**Note 16 Union Details**

The registered office of the Union is:

227 Henley Beach Road  
TORRENSVILLE SA 5031

**Note 17 Segment Information**

The Union operates solely in one reporting segment, being the provision of industrial services in Australia.

## AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – FEDERAL COUNCIL

### OFFICER DECLARATION STATEMENT

I, Graham Smith, being the Federal Secretary of the Australasian Meat Industry Employees Union – Federal Council, declare that the following activities did not occur during the reporting period ending 30 June 2019:

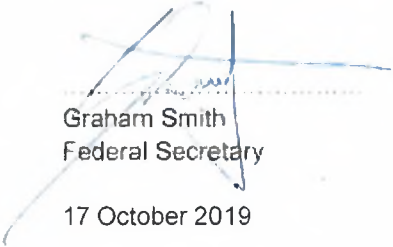
The reporting unit did not:

- agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not dollar amount)
- agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount)
- acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission
- receive periodic or membership subscriptions
- receive donations or grants
- receive revenue from undertaking recovery of wages activity
- incur fees as consideration for employers making payroll deductions of membership subscriptions
- pay capitation fees or any other expense to another reporting unit
- pay compulsory levies
- pay a grant that was \$1,000 or less
- pay a grant that exceeded \$1,000
- pay a donation that was \$1,000 or less
- pay a donation that exceeded \$1,000
- pay separation and redundancy to holders of office
- pay other employee expenses to holders of office
- pay separation and redundancy to employees (other than holders of office)
- pay other employee expenses to employees (other than holders of office)
- pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- incur expenses due to holding a meeting as required under the rules of the organisation
- pay legal costs relating to litigation
- pay a penalty imposed under the RO Act or the *Fair Work Act 2009*
- have a payable to an employer for that employer making payroll deductions of membership subscriptions
- have a payable in respect of legal costs relating to other legal matters

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION – QUEENSLAND BRANCH**

**OFFICER DECLARATION STATEMENT (CONTINUED)**

- have a separation and redundancy provision in respect of holders of office
- have other employee provisions in respect of holders of office
- have a separation and redundancy provision in respect of employees (other than holders of office)
- have other employee provisions in respect of employees (other than holders of office)
- have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- have another entity administer the financial affairs of the reporting unit
- make a payment to a former related party of the reporting unit



Graham Smith  
Federal Secretary

17 October 2019

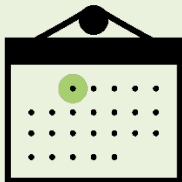
Adelaide



**Australian Government**  
**Registered Organisations Commission**

10 December 2019

Graham Smith  
Federal Secretary/Treasurer  
The Australasian Meat Industry Employees Union  
Sent via email: [graham@sawa.amieu.asn.au](mailto:graham@sawa.amieu.asn.au)



**URGENT REMINDER:**

**The Australasian Meat Industry Employees Union's financial report is due (FR2019/157)**

Dear Graham Smith,

We are writing to remind you of the Australasian Meat Industry Employees Union's obligation to lodge a financial report under section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We hope you are on track to complete your financial report on time. If not, please contact us as soon as possible to discuss ways we can assist you to meet the deadline.

**Did you know?** The ROC is currently seeking to improve non-compliance with these three areas:

- Providing the full report to members
- Providing the report to members within the deadlines
- Lodging the full report with the ROC within 14 days of the s.266 meeting.



**Compliance Calculator**

If you are not sure whether your planned dates are consistent with the RO Act, have a look at our [compliance calculator](#). The compliance calculator will help you work out your unique dates for when your report needs to be provided, presented and lodged.

## Your steps checklist

Your financial year ended on 30 June 2019. You should be well into the following process.

Pre-lodgement checklist	✓
Draft the financial report and have the committee of management pass the Committee of Management resolution <b>Did you know?</b> This is the first meeting in the financial reporting process	<input type="checkbox"/>
Have the auditor complete and sign the auditor's report <b>Tips:</b> You must use a registered auditor. The SIGNED report is part of the full report. Make sure it is included in what is provided to members	<input type="checkbox"/>
Provide the full report to members This must be done: <ul style="list-style-type: none"><li>• If you are going to a committee of management meeting (requires a 5% rule), within 5 months of 30 June 2019</li><li>• If you are going to a general meeting of members, 21 days before the meeting</li></ul>	<input type="checkbox"/>
Present the full report to the second meeting. <b>Hints:</b> This meeting must be within 6 months of 30 June 2019. This is either a committee of management meeting (requires a 5% rule) or a general meeting of members	<input type="checkbox"/>
Lodge with the ROC within <b>14 days</b> of the meeting – <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> <b>TIP:</b> lodge it straight away – there's no need to wait the full 14 days	<input type="checkbox"/>

If you require further advice or assistance please email [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) or call us on 1300 341 665.

Yours sincerely,

## Registered Organisations Commission



### Penalties apply

**We emphasise that sections 253, 254, 265(1)(a), 266 and 268 of the RO Act are civil penalty provisions.**

Failure of an organisation to prepare a full report, provide it to members, present it to a meeting and lodge with the ROC within legislative time frames may expose your organisation to Federal Court proceedings with the possibility of a pecuniary penalty being imposed upon an officer and/or the organisation.



2 July 2019

Graham Smith  
Federal Secretary/Treasurer  
Australasian Meat Industry Employees Union  
Sent via email: [graham@sawa.amieiu.asn.au](mailto:graham@sawa.amieiu.asn.au)

Dear Graham Smith,

**Re: Lodgement of Financial Report - FR2019/157  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australasian Meat Industry Employees Union (the reporting unit) ended on 30 June 2019. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

### **Loans Grants and Donations Statement**

The reporting unit is required to 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 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2019.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

### **Financial report**

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2019 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. 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.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

### **Auditor's report**

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

## **REMINDER**

### **YOUR AUDITOR MUST BE REGISTERED (s.256)**

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

### **Contact**

Should you require any clarification in relation to the above, please email [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,

**Kylie Ngo**  
**Registered Organisations Commission**



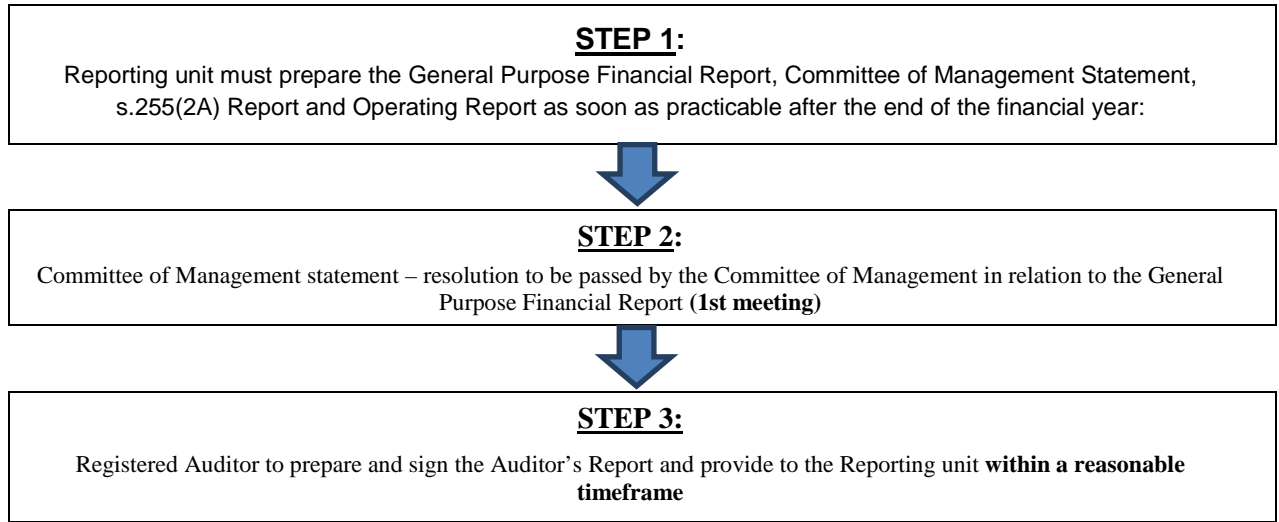


## Fact sheet

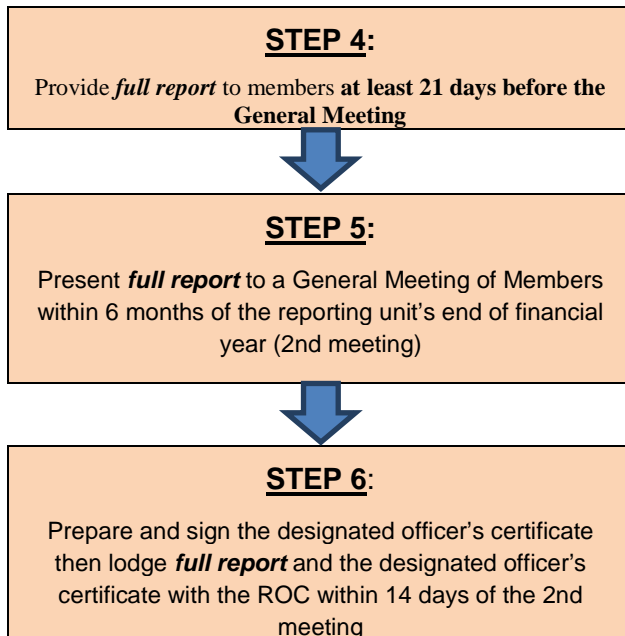
### Summary of financial reporting timelines – s.253 financial reports

#### General Information:

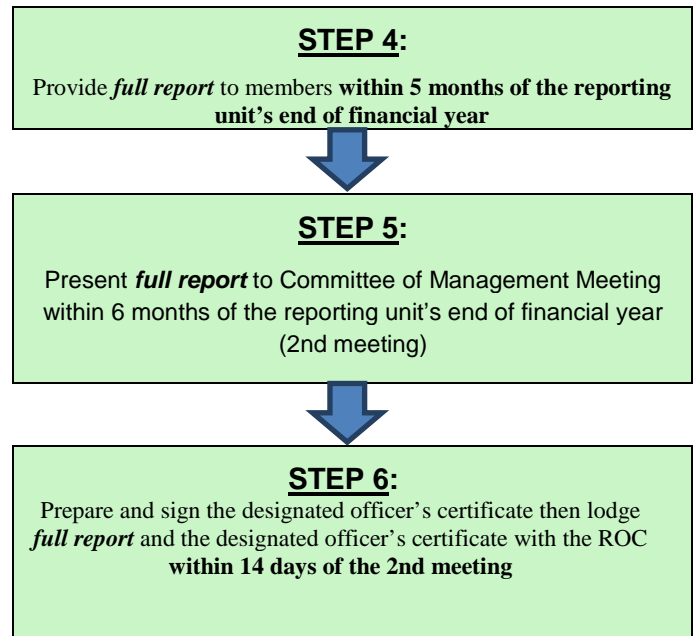
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT GENERAL MEETING OF MEMBERS  
(this is the default process in the RO Act)





















IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT COMMITTEE OF MANAGEMENT MEETING  
(Special rules must be in the rulebook to use this process)



## Misconceptions

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

Misconception	Requirement
<p> The Committee of Management statement is just copied from the Reporting Guidelines</p>	<p> The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p>
<p> The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p>	<p> The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p>
<p> The Designated Officer's Certificate must be signed before the report is sent to members</p>	<p> The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p>
<p> Documents can be dated when they should have been signed or when the events in the document occurred</p>	<p> Documents must always be dated at the date they are actually signed by an officer or auditor</p>
<p> Any auditor can audit a financial report</p>	<p> Only registered auditors can audit the financial report</p>
<p> The Committee of Management statement can be signed at any time</p>	<p> The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p>
<p> Any reporting unit can present the Full Report to a second COM meeting</p>	<p> Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p>
<p> Everything can be done at one Committee of Management meeting</p>	<p> If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p>
<p> The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p>	<p> The reporting unit must lodge the financial report within 14 days of the second meeting</p>

© Commonwealth of Australia 2018

This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.



## 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 Commissioner'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 exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) 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 ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC 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 14(e) of the Commissioner'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 [ROC's Model Statements](#) the note appears as follows:

### Note 4E: Grants or donations\*

Grants:	<b>2017</b>	2016
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>

The Commissioner's Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer's declaration statement, even if the figures are NIL.

## Implications for filing the Financial Report

During their review of the financial report staff of the ROC may 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 last 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 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 ROC on [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)