



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2003/314-[007V-NSW]

Mr Charlie Donzow
New South Wales Branch Secretary
The Australasian Meat Industry Employees Union
Room 51, Trades Hall
4 Goulburn Street
SYDNEY NSW 2000

Dear Mr Donzow

**Re: The Australasian Meat Industry Employees Union - New South Wales Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

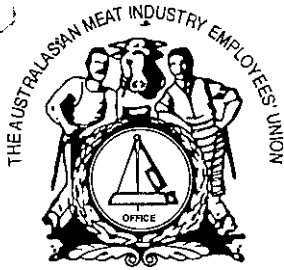
The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year. Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au
15 July, 2003



Secretary
Charlie Donzow

The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Phone: (02) 9893 9011
Toll free: 1800 451 535
Facsimile: (02) 9687 6853

8¹_h January 2004

Mr Dean Superina
Deputy Industrial Registrar
Australian Industrial Relations Commission
80 William Street
EAST SYDNEY NSW 2011



Dear Sir,

**Re: AUDITED ACCOUNTS 30/6/2003
WORKPLACE RELATIONS ACT 1996**

We now enclose a copy of the Annual Accounts for the year 1/7/02 to 30/6/03 with the provisions of the Workplace Relations Act 1996.

I advise:

1. That at a meeting of the Committee of Management held 20 October 2003 the NSW Branch Annual Accounts for the year ending 30¹_h June 2003 were tabled and the Secretary was instructed to take all steps necessary to have them published in the December 2003 issue of the Meat Employees' Journal.
2. The audited accounts were provided free of charge to members of the Union through the December 2003 issue of the Meat Employees' Journal.
3. There were no submissions or comments received and on the 6 January 2004 the State Executive Committee in accordance with the Rules of the Union, resolved to accept the accounts and forward them to the Commission.
4. [REDACTED]

Yours faithfully,

SECRETARY/TREASURER

CERTIFICATE BY SECRETARY *

(Industrial Relations Act 1991 - section 518(1)(b) and
Industrial Relations Regulation 1992 - clause 65)

I, Charles Donzow, secretary/duly authorised officer, of Australasian Meat Industry Employees' Union, New South Wales Branch, hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

☐ general meeting of members of the organisation held on
and/or

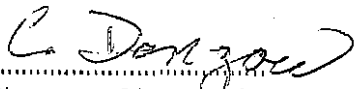
OR ☒ the committee of management meeting held on 6.1.2004

in respect of the financial year of the organisation ending 30 June 2003.

Please note - This certificate and accompanying documents must be lodged within 14 days of the meeting referred to above.
The relevant meeting must be held between 8 and 28 days after the accounts, auditor's report and certificates were supplied to members.

The documents lodged herewith are

- (i) copies of the accounts prepared in accordance with the requirements of section 510 (1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282 (3) of the Industrial Relations Act 1996 (an account of income & expenditure and an account of assets and liabilities); and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59 (1) (a) of the 1992 Regulation; and
- (iii) a copy of the certificate given by the committee of management in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59 (1) (b) of the 1992 Regulation; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.


(Signature of secretary)

(Date) 6.1.2004

* This certificate must be given by the secretary or such other officer prescribed by the rules of the organisation for the making of this certificate.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

ABN 89 738 670 685

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2003

For the information of the Branch
Committee of Management and the Federal
Executive

W. L. BROWNE & ASSOCIATES

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION**NEW SOUTH WALES BRANCH****BALANCE SHEET AS AT 30 JUNE 2003****UNION FUNDS**

2002

GENERAL FUND

2,167,089	Accumulation Account - 1st July 2002	2,279,276	
<u>112,186</u>	Surplus for year	<u>71,427</u>	
2,279,276			2,350,703
262,345	LONG SERVICE LEAVE FUND (Provision)		280,537
<u>263,202</u>	OFFICIALS & STAFF ANNUAL & SICK LEAVE FUND (Provision)		<u>281,554</u>
<u>2,804,822</u>	TOTAL FUNDS		<u>2,912,794</u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

BALANCE SHEET AS AT 30 JUNE 2003

NET ASSETS

2002

GENERAL FUND

209,720	Fixed assets at cost less depreciation	195,801	
0	Land & Buildings at cost (includes stamp duty/legals)	549,943	
0	Building improvements at cost	<u>14,144</u>	759,888

Investments

2,550	Sydney Trades Hall - Shares (at cost)		0
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Current Assets:

200	Petty Cash advance	200	
138,914	Cash at bank	362,745	
1,771,081	Commercial Bills	1,088,785	
0	Other Debtors	25,000	
165,000	Loans VIC Branch	117,000	
21,880	SA Branch	<u>21,880</u>	
		138,880	
<u>2,097,074</u>			<u>1,615,610</u>
2,309,344			2,375,498

Less Current Liabilities:

<u>30,069</u>	Sundry Creditors	<u>24,795</u>
2,279,275		2,350,703

LONG SERVICE LEAVE FUND

5,920	Cash at bank	24,877	
256,425	Commercial Bills	<u>255,660</u>	
<u>262,345</u>			280,537

OFFICIALS & STAFF ANNUAL & SICK LEAVE FUND

1,376	Cash at bank	25,999	
261,826	Commercial Bills	<u>255,555</u>	
<u>263,202</u>			281,554

<u>2,804,822</u>	TOTAL ASSETS	<u>2,912,794</u>
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AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION**NEW SOUTH WALES BRANCH****INCOME & EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003****1. GENERAL FUND**

2002		
	INCOME	
1,052,677	Contributions	942,620
68,469	Interest	98,292
55,000	Grant - O H & S	50,000
0	Gain on sale of shares Sydney Trades Hall	39,874
275	Sundry receipts	389
1,196,421	Total Income	1,131,175
	EXPENDITURE	
425,253	Salaries (1)	479,484
110,974	Travelling and car expenses (2)	97,493
78,420	Superannuation	83,544
53,620	Collectors' commission	46,346
117,534	Rent and office expenses (3)	122,903
	Professional Fees	
3,524	Legal	1,937
6,800	Accountancy (Auditor)	4,500
		6,437
40,072	Grant Expenditure - O H & S	43,386
390	Honoraria	355
	Union Meetings	
11,291	Regional	10,289
10,838	Committee	6,194
		16,483
27,144	Affiliation fees (4)	23,775
	Federal Council	
74,459	Capitation fees	63,808
18,479	Fringe benefits tax	19,781
2,870	Donations	1,709
569	Union Training	2,476
728	Mortality grants	728
	Depreciation	
42,214	Cars & Plant	41,756
59,057	Goods & Services Tax	9,284
1,084,235	Total Expenditure	1,059,748
112,186	Operating Surplus	71,427
2,167,089	Add: Balance 1 July 2002	2,279,276
2,279,276	Balance 30 June 2003	2,350,703

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

INCOME & EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003

2002

2. LONG SERVICE LEAVE FUND

264,614	Balance 1 July 2002		262,345
0	Add: Transfers - General Fund	0	
12,216	Interest	18,192	
<u>12,216</u>			<u>18,192</u>
276,830			280,537
14,485	Less: Payments made		<u>0</u>
<u>262,345</u>	Balance 30 June 2003		<u>280,537</u>

3. OFFICIALS & STAFF ANNUAL & SICK LEAVE FUND

298,592	Balance 1 July 2002		263,202
0	Add: Transfers - General fund	0	
13,124	Interest	18,352	
<u>13,124</u>			<u>18,352</u>
311,717			281,554
48,515	Less: Payments made		<u>0</u>
<u>263,202</u>	Balance 30 June 2003		<u>281,554</u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION**NEW SOUTH WALES BRANCH****ANNEXURE TO INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2003****DETAILED STATEMENTS**

2002

1. Salaries

183,500	Salaries paid to office-holders	181,781	
241,753	Salaries paid to employees	297,703	
<u>425,253</u>			479,484

2. Travelling & Car Expenses

66,293	Travel	54,748	
12,046	Car maintenance	8,208	
32,636	Meals & accommodation	34,537	
<u>110,974</u>			97,493

3. Rent & Office Expenses

26,330	Rent & electricity	27,522	
41,306	Telephone	42,089	
14,068	Printing & stationery	20,575	
0	Web Site	5,000	
12,826	Insurance	10,729	
5,415	Postage & freight	2,494	
1,399	Bank charges & duties	663	
9,110	Maintenance - office equipment	3,714	
7,080	Miscellaneous	10,117	
<u>117,534</u>			122,903

4. Affiliation Fees

17,547	Labour Councils	14,275	
9,597	Australian Labor Party	9,500	
<u>27,144</u>			23,775

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2003**

1. ACCOUNTING METHODS

Membership contributions are accounted for on a cash receipts basis. Otherwise the accounts are prepared under the historical cost convention and current accounting standards. In particular:-

- (a) Depreciation of fixed assets is calculated on the reducing balance basis to write such assets off over their estimated life.
- (b) Provisions for long service leave, annual leave and sick leave have been made for the estimated accrued entitlements of officers and employees.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the provisions of Section 274 of the Workplace Relations Act 1996 a member of the organisation or the Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

An organisation shall on application made under Sub-section (1) of Section 274 by a member of the organisation or a Registrar make the specified information available to the member or the Registrar in such manner and within such time as may be prescribed.

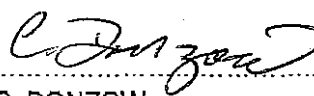
A Registrar may only make an application under Sub-section (1) of Section 274 at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION**NEW SOUTH WALES BRANCH****ACCOUNTING OFFICER'S CERTIFICATE**

I, Charles Donzow, being the officer responsible for keeping the accounting records of the AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NEW SOUTH WALES BRANCH, certify that as at 30 June 2003 the number of members of the organisation was 3,895.

In my opinion:-

- (a) The annexed accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003.
- (b) A record has been kept of all moneys received and such receipts have been credited to the accounts with the Commonwealth Bank in accordance with the Rules of the Association.
- (c) Before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the Rules.
- (d) No funds were raised by compulsory levies. With regard to funds raised by voluntary contributions from members, or funds from other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than those for which the fund was established.
- (e) No loans or other financial benefits were made by the Branch to persons holding office in the Branch, other than remuneration in respect of their full-time employment.
- (f) The register of members of the organisation has been maintained in accordance with the provisions of the Workplace Relations Act 1996.


C. DONZOW

Dated: 20.10.2003

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION**NEW SOUTH WALES BRANCH****COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, PETER W. USHER and CHARLES DONZOW, being two members of the Committee of Management of the Australasian Meat Industry Employees' Union, New South Wales Branch, do state on behalf of the Committee and in accordance with a resolution of the Committee that:-

- (a) In the opinion of the Committee the annexed accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003.
- (b) In the opinion of the Committee, meetings of the Committee were held during the year ended 30 June 2003. In accordance with the Rules of the organisation.
- (c) To the knowledge of any member of the Committee there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Sub-section 274 (2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto or the Rules of the organisation, as the case may be.
- (d) The organisation has complied with Sub-sections 279 (1) and 279 (6) of the Act in relation to the financial accounts in respect of the immediately preceding year, and the auditor's report thereon.


P. W. USHER


C. DONZOW

Dated: 20.10.2003
SYDNEY, N.S.W.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

AUDITOR'S REPORT

I have audited the accounting records of the AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NEW SOUTH WALES BRANCH, in respect of the financial year ended 30 June 2003.

In my opinion:-

- (i) There were kept by the said organisation in relation to the year satisfactory accounting records, including:
 - (a) records of the sources and nature of the income of the organisation (including income from members) and
 - (b) records of the nature and purposes of the expenditure of the organisation.
- (ii) The accounts and statements prepared under Section 273 of the Workplace Relations Act 1996 in relation to the year are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the organisation at the end of the financial year, and
 - (b) the income and expenditure and operating surplus for the financial year.

I have been provided with all information and explanations that under Sub-section (2) of Section 276 of the Act officers and employees of the organisation were required to provide.

15th November 2003

Dated:


W. L. BROWNE & ASSOCIATES
Registered Company Auditor



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Charlie Donzow
Branch Secretary
The Australasian Meat Industry Employees' Union
New South Wales Branch
Unit 3, 190 George Street
PARRAMATTA NSW 2150

Dear Mr Donzow

**Re: Lodgement of Financial Statements and Accounts for the Australasian Meat Industry
Employees Union New South Wales Branch of the year ending 30 June 2003 (FR2003/314)**

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 19 January 2004.

The documents have been filed.

If I can be of any assistance to you please do not hesitate to contact me on 02 8374 6618.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

21 January 2004