



Australian Government
Australian Industrial Registry

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

Ref: FR2006/490-[007V-NSW]

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

Dear Mr Donzow

Financial Return - year ending 30 June, 2006

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

Information on AIRC Website

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at riasydney@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...
1 August, 2006

PENNA, Belinda

From: PENNA, Belinda
Sent: Tuesday, 1 August 2006 9:10 AM
To: JENKINS, Barry
Subject: Financial Reporting Matter # FR2006/490 Allocated (First Reminder)

Attachments: 1709706.doc

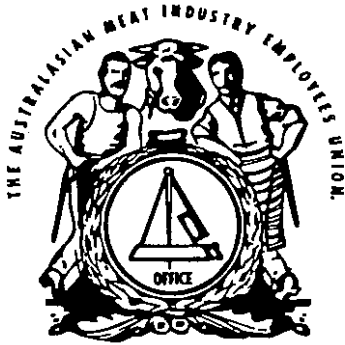
Matter # - FR2006/490
Matter Type - s.268 RAO Schedule - Financial return
Short Title - Financial Reporting matter re: 007V-NSW Australasian Meat Industry
Employees Union, The-New South Wales Branch
Allocated From - None

Email Address: amieunsw@amieu.asn.au
Fax Number: (02) 9687 6853
Postal Address: (below)
Unit 3, 190 George Street
PARRAMATTA NSW 2150



1709706.doc (265
KB)

The Australasian Meat Industry Employees' Union



NEW SOUTH WALES BRANCH

Unit 3
190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

18 October 2006

Ms. Belinda Penna
Australian Industrial Registry
Level 8, Terrace Tower
80 William Street,
EAST SYDNEY NSW
2011

Dear Ms. Penna,

Enclosed a copy of our 2006 Financial Reports and all the Statements/Reports in compliance with the Reporting requirement of RAO Schedule of the Workplace Act 1996, to wit:

- General Purpose Financial Reports
 - Balance Sheet
 - Profit and Loss Statement
 - Statement of Cash flow
 - Notes to and forming Part of the Financial Statements
- Auditor's Report
- Operating Report
- Committee of Management Statement
- Certificate of the Secretary

Thank you.

Yours truly,

CHARLIE DONZOW
SECRETARY/TREASURER



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

ABN 89 738 670 685

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2006

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

W. L. BROWNE & ASSOCIATES



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
BALANCE SHEET
AS AT 30-JUNE-2006

	Notes	2006 \$	2005 \$
Current Assets			
Petty Cash advance		200	200
Cash Deposit - General Account		141,041	129,919
Cash at bank - Deposit Account		481,331	128,428
Other Debtors		6,942	11,878
Total current assets		629,514	270,425
Non-Current Assets			
Shares in listed companies		10,541	10,541
Commercial Bills		2,400,000	2,400,000
Fixed assets at cost less depreciation	3	147,758	113,376
Land & Buildings at cost (includes stamp duty/legals)		569,604	569,604
Total non-current assets		3,127,903	3,093,521
Total assets		3,757,417	3,363,946
Current Liabilities			
GST Owing		0	21,971
Sundry Creditors		40,898	16,328
Officials & Staff Annual/Sick Leave Fund (Provision)		210,000	210,000
Total current liabilities		250,898	248,299
Non-Current Liabilities			
Long Service Leave Fund (Provision)		210,000	210,000
Total non-current liabilities		210,000	210,000
Total Liabilities		460,898	458,299
NET ASSETS		3,296,519	2,905,646
EQUITY			
Accumulation Account - 1st July 2005		2,905,646	2,562,936
Surplus for year		390,873	342,710
TOTAL EQUITY		3,296,519	2,905,646

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2006

	Notes	2006 \$	2005 \$
INCOME			
Contributions		1,178,587	1,041,275
Interest		152,704	133,981
Grant - LAP		100,000	32,500
Sundry receipts		876	4,638
Total Income		<u>1,432,167</u>	<u>1,212,393</u>
EXPENDITURE			
Salaries	5	447,750	367,738
Travelling and car expenses	6	67,158	57,267
Superannuation		82,979	78,948
Collectors' commission		48,048	45,938
Administration Expenses	7	93,432	95,478
Professional Fees			
Legal		27,751	25,729
Accountancy (Auditor)		3,000	3,500
Grant Expenditure - LAP		72,552	27,504
Regional Meeting		7,445	20,441
Committee Meeting		13,923	14,019
Affiliation fees	8	34,735	30,122
Capitation fees - Federal Council		71,320	54,221
Fringe benefits tax		19,165	9,875
Donations		1,950	859
Union Training		6,912	8,521
Mortality grants		312	654
Depreciation			
Write-off assets		0	3,594
Cars & Plant		42,861	25,276
Total Expenditure		<u>1,041,294</u>	<u>869,683</u>
Operating Surplus for the year		<u><u>390,873</u></u>	<u><u>342,710</u></u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
CASH FLOW STATEMENT
FOR THE YEAR END 30-JUNE-2006

	2006	2005
Cash flows from operating activities		
Receipts from members	1,183,523	1,039,095
Interest and dividend received	153,580	133,981
Grants received	100,000	32,500
	<u>1,437,103</u>	<u>1,205,576</u>
Payment to suppliers	(995,834)	(806,816)
	<u>441,268</u>	<u>398,760</u>
Net cash provided by operating activities		
Cash flows from investing activities		
Purchase of investments	0	(3,901)
Proceeds from sale of assets	28,636	
Payment for property, plant & equipment	(105,879)	(9,723)
	<u>(77,243)</u>	<u>(13,624)</u>
Net cash used in investing activities		
Net Increase in cash held	364,025	385,136
Cash at the beginning of the financial year	<u>2,658,547</u>	<u>2,273,411</u>
Cash at the end of the financial year	<u>3,022,572</u>	<u>2,658,547</u>
Cash at the end of the year represented by:		
Cash on deposit - General Account	141,041	129,919
Petty Cash Advance	200	200
Cash at bank - Deposit Account	481,331	128,428
Commerical Bill	2,400,000	2,400,000
	<u>3,022,572</u>	<u>2,658,547</u>
Reconciliation of net cash provided by operating activities to operating surplus		
Operating surplus	390,873	342,710
Non-cash flows in operating surplus:		
Depreciation	42,861	25,276
Loss on Disposal of fixed assets	0	3,594
Changes in assets and liabilities		
Decrease in other debtors	4,936	15,064
Increase in other creditors & accruals	2,599	12,116
Net Cash Provided by Operating Activities	<u>441,268</u>	<u>398,760</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

1- INTRODUCTION

This is the first AIFRS financial report presented by the reporting entity. The transition from the previous Australia Generally Accepted Accounting Principles to AIFRS has no effect on the reported financial position and financial performance of the reporting entity.

2- ACCOUNTING POLICIES

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant policies adopted by the Union in the preparation of the accounts.

- (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.
- (c) Membership contributions are accounted for on a cash receipts basis.
- (d) Australian Accounting standards include Australian equivalents to International Financial Reporting Standards (IFRS). Compliance with the AIFRS ensures that the financial report, comprising the economic entity's financial statements and notes of the reporting entity compliance with IFRS.

3- NOTICE TO MEMBERS

In accordance with the provisions of *Sec 512 (1) & (2) of the Industrial Relations Act 1991*, preserved as regulations under *Section 282 (3) of the Industrial Relations Act 1996*, and *Section 272 (1), (2) & (3) of the RAO Schedule* provide that a member of the organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation; and that an organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

4- FIXED ASSETS

	2006	2005
Plant and Equipment at cost	\$ 189,652	\$ 188,967
Less: Accumulated Depreciation	\$ 41,894	\$ 75,592
	\$ 147,758	\$ 113,376

5- SALARIES

Salaries paid to office-holders	\$ 253,708	\$ 188,526
Salaries paid to employees	\$ 194,043	\$ 179,211
	\$ 447,750	\$ 367,738

6- TRAVELLING AND CAR EXPENSES

Travel	\$ 34,420	\$ 28,766
Car maintenance	\$ 12,789	\$ 14,005
Meals & accommodation	\$ 19,948	\$ 14,497
	<u>\$ 67,158</u>	<u>\$ 57,267</u>

7- ADMINISTRATION EXPENSES

Electricity	\$ 2,618	\$ 2,502
Telephone	\$ 32,742	\$ 42,650
Printing & stationery	\$ 15,765	\$ 11,688
Insurance	\$ 16,420	\$ 18,824
Postage & freight	\$ 2,224	\$ 2,254
Bank charges	\$ 992	\$ 980
Strata Levies/utilities	\$ 7,381	\$ 1,893
Miscellaneous	\$ 15,291	\$ 14,687
	<u>\$ 93,432</u>	<u>\$ 95,478</u>

8- AFFILIATION FEES

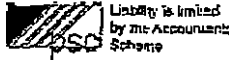
Labour & Trade Council	\$ 22,006	\$ 14,352
Australian Labor Party	\$ 12,730	\$ 15,770
	<u>\$ 34,735</u>	<u>\$ 30,122</u>

W. L. BROWNE & ASSOCIATES
A LIMITED PARTNERSHIP

JOHN CHEADLE F.C.A.
BRADLEY TURNER C.A.

2F RYEDALE ROAD, WEST RYDE, N.S.W. 2114
email: wlbrowne@comcon.com.au

TELEPHONE: 9807-2185
FAX: 9809-7865
P.O. BOX 150
WEST RYDE 1685

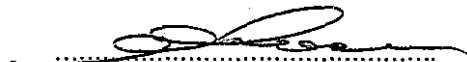


AUDITOR'S REPORT

I, John Cheadle, have audited the accounting records of **THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH**, in respect of the financial year ended **30-June-06**

In my opinion:-

- (i) Satisfactory accounting records were kept by the said organisation in relation to the year 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.
- (iii) That the general purpose reporting statement is prepared and presented fairly in accordance with the applicable accounting standards, *Sec 253 of the RAO Schedule, Sec 510 of the Industrial Relations Act 1996* and other mandatory requirement applicable in relation the 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.
- (ii) I have been provided with all information and explanations that officers and employees of the organisation under *Sec 257 (5) of the RAO Schedule* were required to provide.
- (iv) The union do not profit from recovery of wages activity.

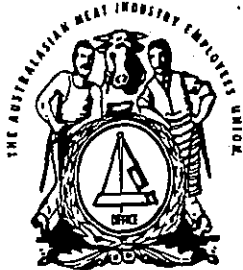


W. L. BROWNE & ASSOCIATES
Registered Company Auditor

Dated: 31st July 2006.



Chartered Accountants



The Australasian Meat Industry Employees' Union

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

OPERATING REPORT For the financial year ending 30-June-06

- 1- Number of members as of 30-June-2006 was 3,777.
- 2- Number of employees as of 30-June-2006 was 4. The organisation do not have any part-time employees.
- 3- The principal activity of the Union is to uphold the rights of organisation of labour and to improve, protect and foster the best interests, of its members, and to subscribe to and/or co-operate with policy of improving the cultural and living standards of its members.
- 4- There were no significant changes to the activities of the Union during the year.
- 5- The Union do not profit from any Recovery of wages activity.
- 6- A member may resign from the Union by written notice addressed and delivered to the Secretary of the branch in which membership is held.
- 7- The following are the listings of our Executive and Management Committee.

	Name	Position
Executive:		
	Usher, Peter William	President
	Bell, Rosalie Joy	Vice-President
	Smithson, Steve	Vice-President
	Donzow, Charlie	Secretary/Treasurer
	Perkins, Mark	Organiser
	Williams, Deidre	Organiser
	Fernandez, Patricia	Organiser
Management:		
1-	Aquilina, Steve	Member from Woodmason
2-	Bond, Noel	Member from Bega
3-	Irving, Wayne	Member from Hans
4-	Hickey, Jim	Member from QAF
5-	Abela, Jo	Member from Ingham
6-	Niumata, Steve	Member from Primo
7-	Brown, Daniel	Member from F J Walker
8-	Moore, Lorraine	Member from Coles
9-	Organ, Jackie	Member from Barter Ent
10-	Hart, Debbie Hart	Member from Ingham
11-	McDonald, Kent	Member from Dubbo
12-	Leslie, Gerry	Member from Woodmason

Sec 28 of our Constitution states that the Union shall have a President, 2 Vice-President, Secretary/Treasurer, between 1 and 4 elected Organisers and 12 other members representing the whole of the membership. The term of office for office holders and members of the Committee of Management shall be for a period of four (4) years. The above Executive and Management Committee were last elected in 2005 except for Mr. Perkins, Mr. Leslie and Mr. McDonald who were elected earlier this year to replace resigned members.

For Committee of Management:



Charlie Donzow
Secretary/Treasurer



Peter Usher
President

31th July 2006



The Australasian Meat Industry Employees' Union
NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

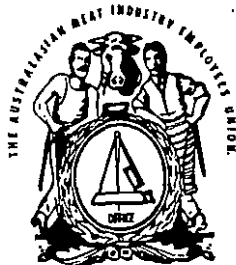
CERTIFICATE OF SECRETARY

I, **Charlie Donzow**, being the Secretary of the **THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NEW SOUTH WALES BRANCH** certify:

- that the documents lodged herewith are copies of the full report, referred to in sec of the RAO Schedule; and
- that the full report, was provided to members on the September issue of the our official organ, MEAT EMPLOYEES' JOURNAL; and
- that the full report was presented to a meeting of the the Executive Committee of Management of the reporting unit on 31th of July 2006; in accordance with section 266 of the RAO Schedule
- that the full report was presented the second time in an committee of management of the reporting unit on 6th of October 2006; in accordance with section 266 of the RAO Schedule



18-October-2006



The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

COMMITTEE OF MANAGEMENT STATEMENT

On 6th of October 2006 the Committee of Management of **The Australasian Meat Industry Employees' Union, New South Wales Branch** passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 2006:

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 the reporting guidelines of the Industrial Registrar;

(c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;

(d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable:

(i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and

(ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and

(iii) the financial records of the union have been managed in accordance with the rules of the RAO Schedule and the RAO Regulations; and

(iv) 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) no members of the reporting unit or Registrar requesting any information as prescribed under section 272 of the RAO Schedule during the period


(vi) no orders have been made by the Commission under s273 of the RAO Schedule during the period

(e) The union do not profit from any recovery of wages activity.

For Committee of Management:



Charlie Donzow
Secretary/Treasurer



Peter Usher
President

6th Oct 2006



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

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

Dear Mr Donzow

**Re: Lodgement of Financial Statements and Accounts – The Australasian Meat
Industry Employees Union, New South Wales Branch – for year ending 30 June 2006
(FR2006/490)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 26 October 2006.

The legislative requirements have been met and the documents have been filed. I draw your attention to the following item for action only if necessary.

In the Statement of Income the item Donations shows an amount of \$1,950. You will be aware that if this included any single donation exceeding \$1,000, s237 of the RAO Schedule requires a statement giving various particulars of that donation to be lodged. If this is relevant and you have not already done so, please lodge such a statement at your earliest opportunity.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Kellett'.

Stephen Kellett
Statutory Services Branch

30 October 2006