



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: FR2008/470-[007V-NSW]

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

Dear Mr Donzow

**Re: Financial Return - year ending 30 June, 2008
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed reporting unit under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2008.

The legislative scheme set out in Chapter 8, Part 3 of the RAO Schedule 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. A copy of the time-scale provisions is attached for your information.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. We recommend you and your accountant/auditor refer to the following documents on the Commission's website where a new site has been created dealing with:

- RAO Fact sheets - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.
- Financial Reporting Sample Documents - Sample Committee of Management's Statement, Designated Officer's Certificate and checklists for illustrative purposes.
- Registrar's Reporting Guidelines - The GPFR 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 Schedule and RAO Regulations

You can access these documents at: <http://www.airc.gov.au/registered/FR/information.htm>.

The Registry strongly encourages your organisation to lodge documents electronically by either:

- Sending an email with the documents attached to: orgs@air.gov.au
- Sending the documents by fax to: (03) 9655 0410

We encourage you to contact the Registry on (02) 8374 6507 or by e-mail at steve.teece@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

Steve Teece
(02) 8374 6507
10 July, 2008

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) The Designated Officer must sign and date the Committee of Management Statement which is then forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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Within a reasonable time of having received the GPFR
(NB: Auditor's report *must* be dated on or after date of Committee of Management Statement)

Provide full report free of charge to members – s265 The full report includes: • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report.	/ /
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(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,
or
(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); or (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report in the Industrial Registry, together with the Designated Officer's certificate – s268 #	/ /
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Within 14 days of meeting

* The full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the certificate stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. A non-elected official is not allowed to sign the certificate.

PENNA, Belinda

From: TEECE, Steve
Sent: Tuesday, 7 October 2008 3:11 PM
To: PENNA, Belinda
Subject: FW: AMIEU 2008 Federal Report
Attachments: 2008 Federal Report.pdf

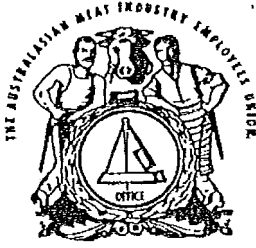
Hi,

In compliance with the Workplace Relations Act 1996, attached herewith our financial reports for the financial year ended 30-June-08.

Thanks

The message is ready to be sent with the following file or link attachments:
2008 Federal Report

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



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 Committee of Management of the reporting unit on 18th of July 2008; 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 3rd of October 2008; in accordance with section 266 of the RAO Schedule

CHARLIE DONZOW

07-October-2008

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

ABN 89 738 670 685

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2008

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-2008

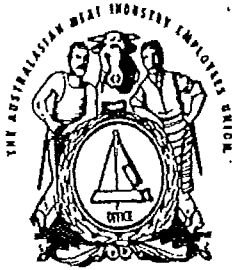
	Notes	2008	2007
Current Assets			
Petty Cash advance		200	200
Cash Deposit - General Account		192,772	171,043
Cash at bank - Deposit Account		853,316	502,596
Other Debtors		23,286	11,667
Total current assets		1,069,573	685,506
Non-Current Assets			
Shares in listed companies		10,541	10,541
Commercial Bills		2,900,000	2,900,000
Fixed assets at cost less depreciation	3	124,957	111,580
Land & Buildings at cost (includes stamp duty/legals)		569,604	569,604
Total non-current assets		3,605,102	3,591,725
Total assets		4,674,676	4,277,232
Current Liabilities			
Sundry Creditors		31,871	47,209
Officials & Staff Annual/Sick Leave Fund (Provision)		382,905	323,120
Total current liabilities		414,776	370,329
Non-Current Liabilities			
Long Service Leave Fund (Provision)		210,000	210,000
Total non-current liabilities		210,000	210,000
Total Liabilities		624,776	580,329
NET ASSETS		4,049,900	3,696,902
EQUITY			
Accumulation Account - 1st July 2007		3,696,902	3,296,519
Surplus for year		352,998	400,383
TOTAL EQUITY		4,049,900	3,696,902

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	Notes	2008	2007
INCOME			
Contributions		1,112,334	1,210,938
Interest		252,435	223,080
Grant - LAP		0	65,000
Sundry receipts		490	266
Total Income		1,365,259	1,499,284
EXPENDITURE			
Salaries	5	456,052	430,124
Other Employment Expenses		59,785	113,120
Travelling and car expenses	6	75,038	74,641
Superannuation		82,597	76,893
Collectors' commission		48,293	52,502
Administration Expenses	7	87,413	87,423
Professional Fees			
Legal		8,925	6,348
Accountancy (Auditor)		3,000	3,000
Grant Expenditure - LAP		0	75,718
Regional Meeting		6,424	4,880
Committee Meeting		17,245	19,295
Affiliation fees	8	39,134	26,300
Capitation fees - Federal Council		70,325	72,028
Fringe benefits tax		12,102	10,270
Donations		2,441	3,439
Union Training		2,381	1,082
Mortality grants		1,248	312
Depreciation - Cars & Plant		26,593	41,526
Total Expenditure		998,996	1,098,901
Operating Surplus for the year		366,263	
OTHER INCOME/(LOSS)			
Loss on disposal of Motor Vehicles		(13,265)	
Net Profit for the Year		352,998	400,383

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
CASH FLOW STATEMENT
FOR THE YEAR END 30-JUNE-2008

	2008	2007
Cash flows from operating activities		
Receipts from members	1,100,715	1,206,213
Interest and dividend received	252,925	223,346
Grants received	0	65,000
	<u>1,353,640</u>	<u>1,494,559</u>
Payment to suppliers	(927,956)	(937,943)
	<u>425,683</u>	<u>556,614</u>
Cash flows from investing activities		
Proceeds from sale of assets	20,000	0
Payment for property, plant & equipment	(73,235)	(5,348)
Net cash used in investing activities	<u>(53,235)</u>	<u>(5,348)</u>
Net Increase in cash held	372,448	551,267
Cash at the beginning of the financial year	<u>3,573,839</u>	<u>3,022,572</u>
Cash at the end of the financial year	<u>3,946,288</u>	<u>3,573,839</u>
Cash at the end of the year represented by:		
Cash on deposit - General Account	192,772	171,043
Petty Cash Advance	200	200
Cash at bank - Deposit Account	853,316	502,596
Commerical Bill	<u>2,900,000</u>	<u>2,900,000</u>
	<u>3,946,288</u>	<u>3,573,839</u>
Reconciliation of net cash provided by operating activities to operating surplus		
Operating surplus	352,998	400,383
Non-cash flows in operating surplus:		
Depreciation	26,593	41,526
Loss on Disposal of fixed assets	13,265	0
Other Employment Expenses	59,785	113,120
Changes in assets and liabilities		
(Increase)/Decrease in other debtors	(11,618)	(4,725)
Increase/(Decrease) in other creditors & accruals	(15,338)	6,311
Net Cash Provided by Operating Activities	<u>425,683</u>	<u>556,614</u>



The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
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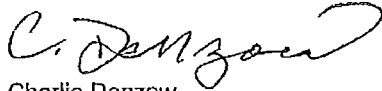
OPERATING REPORT For the financial year ending 30-June-08

- 1- Number of members as of 30-June-2008 was 3,565.
- 2- Number of employees as of 30-June-2008 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, Rose	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 Swire Cold Storage
2-	Bond, Noel	Member from Bega Co-Op Society Ltd.
3-	Irving, Wayne	Member from Hans Continental Smallgoods
4-	Hickey, Jim	Member from QAF Industries
5-	Abela, Jo	Member from Ingham
6-	Niumata, Steve	Member from Primo
7-	Brown, Daniel	Member from Versa Cold
8-	Lorraine Moore	Member from Coles
9-	Organ, Jackie	Member from Bartter Ent.
10-	Hart, Deborah	Member from Ingham Ent.
11-	McDonald, Kent	Member from Southern Meat Pty Ltd.
12-	Leslie, Gerry	Member from OSI

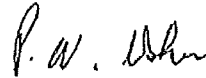
Sec 28 of our Constitution states that the Union shall have a President, 2 Vice-President, Secretary/Treasurer, between 1 and 4 elected Organisers and 12 other members representing the whole of the membership. The term of office for office holders and members of the Committee of Management shall be for a period of four (4) years.

For Committee of Management:



Charlie Donzow

Secretary/Treasurer



Peter Usher

President

18th July 2008

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

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

	2008	2007
Plant and Equipment at cost	\$ 202,515	\$ 195,000
Less: Accumulated Depreciation	<u>\$ 77,558</u>	<u>\$ 83,420</u>
	<u>\$ 124,957</u>	<u>\$ 111,580</u>

5- SALARIES

Salaries paid to office-holders	\$ 284,383	\$ 271,018
Salaries paid to employees	<u>\$ 171,670</u>	<u>\$ 159,106</u>
	<u>\$ 456,052</u>	<u>\$ 430,124</u>

	2008	2007
6- TRAVELLING AND CAR EXPENSES		
Travel	\$ 40,943	\$ 38,224
Car maintenance	\$ 12,912	\$ 14,958
Meals & accommodation	\$ 21,183	\$ 21,459
	<u>\$ 75,038</u>	<u>\$ 74,641</u>
7- ADMINISTRATION EXPENSES		
Electricity	\$ 3,258	\$ 1,993
Telephone	\$ 31,222	\$ 29,672
Printing & stationery	\$ 13,736	\$ 15,366
Insurance	\$ 14,293	\$ 14,501
Postage & freight	\$ 2,507	\$ 2,136
Bank charges	\$ 793	\$ 1,579
Strata Levies/utilities	\$ 7,163	\$ 6,850
Miscellaneous	\$ 14,440	\$ 15,326
	<u>\$ 87,413</u>	<u>\$ 87,423</u>
8- AFFILIATION FEES		
Labour & Trade Council	\$ 13,541	\$ 14,257
Australian Labor Party	\$ 25,593	\$ 12,042
	<u>\$ 39,134</u>	<u>\$ 26,300</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: john@wlbrowne.com.au
brad@wlbrowne.com.au

TELEPHONE: 9807-2188
FAX: 9809-7868
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, NEW SOUTH WALES BRANCH, in respect of the financial year ended 30 June 2008.

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.
- (ii) 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 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.
- (iii) 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.

B. F. of

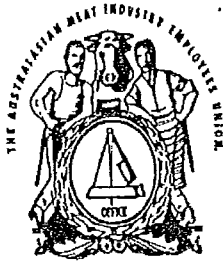
Dated:


W. L. BROWNE & ASSOCIATES
Registered Company Auditor



Chartered Accountants

Liability limited by a scheme approved
under Professional Standards Legislation



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 3rd of Oct 2008 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 30 June 2008:

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:

(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 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

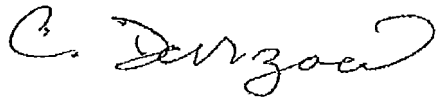
(iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner; and

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

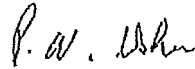
(vi) no orders have been made by the Commission under s273 of the RAO Schedule during the period

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

For Committee of Management:



Charlie Donzow
Secretary/Treasurer



Peter Usher
President

7th Oct 2008



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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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 2008 (FR2008/470)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 7 October 2008. The documents have been filed.

Yours sincerely,

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

Stephen Kellett
Statutory Services Branch

20 October 2008

272 Information to be provided to members or Registrar

(1) A member of a reporting unit, or a Registrar, 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: This subsection is a civil penalty provision (see section 305).

(5) [Notice in reports] A general purpose financial report prepared under section 253, **must include a notice drawing attention to subsections (1), (2) and (3) of this section and setting out those subsections.**

Note: This subsection is a civil penalty provision (see section 305).