



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: FR2004/546-[007V-SA]

Mr Graham Richard Smith
Secretary
Australasian Meat Industry Employees Union
South Australian Branch
Room 18, Trades Hall
11-16 South Terrace
ADELAIDE SA 5000

Dear Mr Smith

Financial Return - year ending 30 June, 2004

Our records show your 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*.

New legislation

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.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' ¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that 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 refer to your organisation as a 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:

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

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); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at *Attachment C*)

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 and the second meeting 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). When lodging the financial return please quote: **FR2004/546**.

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.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at Peter.McKerrow@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 procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

- [RAO Schedule and 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 new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

Deputy Industrial Registrar

9 August 2004

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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 reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



Australian Government
Australian Industrial Registry

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

Mr Graham Richard Smith
Secretary
The Australasian Meat Industry Employees Union South Australian Branch
Room 18, Trades Hall 11-16 South Terrace
ADELAIDE SA 5000

Dear Mr Smith

Financial Return - year ending 30 June 2004 Ref: FR2004/546

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'⁴⁵).

Financial Reports

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFRR);
2. An Operating Report; and
3. An Auditor's Report.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report. The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

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 (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

⁴⁵ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

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 and the second meeting 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 your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time limit for presenting the full report 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. Your reporting unit's financial reports should, therefore, be lodged by no later than 14 January 2005.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

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

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFs 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 new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely


Peter McKerrow
for Deputy Industrial Registrar

23 November 2004

3rd Floor, Trades Hall
11 South Terrace
Adelaide S.A. 5000



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
South Australian Branch

ABN: 44 210 953 242

(Registered under the Workplace Relations Act 1996)

Telephone: (08) 8211 8183
Facsimile: (08) 8231 6715
Toll Free: 1800 882 645
Email: amicusa@internode.on.net
Website: <http://sa.amieu.asn.au>

Ref: Office/IndRegistry.audit GS:hb

30 March 2004

Deputy Industrial Registrar
Australian Industrial Registry
Level 8 Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Sir

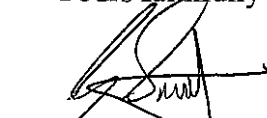
Re: Australasian Meat Industry Employees Union – South Australian Branch
Financial return – 30 June 2004

I enclose a copy of the SA Branch auditors report, accounts and statements as at 30th June 2004.

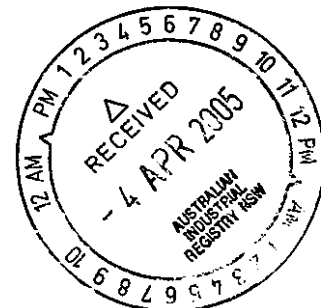
I certify that the copies of the Auditor's report, Accounts and Statements of the Australasian Meat Industry Employees' Union (South Australia Branch) for the year ended 30th June 2004 are copies of the financial documents that have been presented to members and to the SA Branch Committee of Management on 20 November 2004 and to a second meeting on 12 March 2005.

The said accounts were circulated to members 21 days prior to the abovementioned second meeting date.

Yours faithfully


Graham Smith
Secretary

Enc



FINANCIAL STATEMENTS

OF

THE AUSTRALASIAN MEAT
INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH

ABN: 44 210 953 242

For the Year Ended 30 June 2004

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, GRAHAM SMITH and IAN BRONCA, being two Members of the Branch Committee of the Australasian Meat Industry Employees' Union, South Australian Branch, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, and dated 20th November 2004 that:

- (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 Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Committee were held in accordance with the rules of the organisation including the rules of a Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

SIGNED: _____

Member of Committee

_____ Bronca
Member of Committee

DATED: _____

20/11/2004
ADELAIDE

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

CONCISE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2004

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following concise financial accounts is provided for Members.

The concise report has been derived from the full report and cannot be expected to provide as full an understanding as the full report.

A Copy of the full audited Accounts will be supplied free of charge to Members who request them.

STATEMENT BY THE AUDITOR

- The concise financial report, pages 2 to 3, has been audited by us;
- In our opinion, the concise report is consistent with the full financial report; and
- The full Audit Report on the General Purpose Accounts stated that in the opinion of the Auditor the accounts were presented fairly in accordance with Australian Accounting Standards and the requirements of the Workplace Relations Act 1996

J.H. DOYLE & CO.



C. WELLINGTON
REGISTERED AUDITOR 25/11/04

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF FINANCIAL POSITION
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>CURRENT ASSETS</u>		
Cash	4,821	9,868
Receivables	377	1,650
Inventories	<u>9,246</u>	<u>6,033</u>
<u>TOTAL CURRENT ASSETS</u>	<u>14,444</u>	<u>17,551</u>
<u>FIXED ASSETS</u>		
Investments	2,400	2,400
Property, Plant and Equipment	<u>116,822</u>	<u>100,640</u>
<u>TOTAL FIXED ASSETS</u>	<u>119,222</u>	<u>103,040</u>
<u>TOTAL ASSETS</u>	<u>133,666</u>	<u>120,591</u>
<u>CURRENT LIABILITIES</u>		
Creditors & Borrowings	57,145	68,938
Provisions	<u>64,788</u>	<u>60,742</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>121,933</u>	<u>129,680</u>
<u>NON-CURRENT LIABILITIES</u>		
Creditors and Borrowings	4,720	17,760
Provisions	<u>3,220</u>	<u>-</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>	<u>7,940</u>	<u>17,760</u>
<u>TOTAL LIABILITIES</u>	<u>129,873</u>	<u>147,440</u>
<u>NET ASSETS</u>	<u><u>\$3,793</u></u>	<u><u>(\$26,849)</u></u>
<u>ACCUMULATED FUNDS</u>		
Unappropriated Deficit B/fwd	(15,207)	(26,849)
Asset Revaluation Reserve	<u>19,000</u>	<u>-</u>
<u>TOTAL FUNDS SURPLUS/(DEFICIT)</u>	<u><u>\$3,793</u></u>	<u><u>(\$26,849)</u></u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

		2004 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members		292,895
Operating receipts		28,719
Payments to suppliers and employees		(326,895)
Interest received		234
NET CASH PROVIDED BY		
OPERATING ACTIVITIES	5(b)	<u>(5,047)</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		 <u>--</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		 <u>--</u>
 NET INCREASE/(DECREASE) IN CASH HELD		 <u>(5,047)</u>
 CASH AT THE BEGINNING OF THE FINANCIAL YEAR		 <u>9,868</u>
 CASH AT THE END OF THE FINANCIAL YEAR	5(a)	 <u><u>\$4,821</u></u>

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30 June 2004

	30 Jun 2004 \$	30 Jun 2003 \$
Revenue from Ordinary Activities	<u>320,575</u>	<u>315,193</u>
Commission	13,982	9,774
Depreciation	2,818	3,982
Employee Expenses	200,972	195,503
Insurance – Member benefits	28,525	11,062
Other Expenses from Ordinary Activities	<u>83,912</u>	<u>109,584</u>
	<u>330,209</u>	<u>329,905</u>
(DEFICIT) FROM ORDINARY ACTIVITIES	(\$9,634)	(\$14,712)
Net Increase in Asset Revaluation Reserve	19,000	--
Overprovision for Legal Fees, Funeral Benefits & Capitation Fees Written off	<u>21,275</u>	<u>38,362</u>
	<u>40,275</u>	<u>38,362</u>
<u>TOTAL CHANGES IN ACCUMULATED FUNDS</u>	<u>\$30,641</u>	<u>(\$23,650)</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

STATEMENT OF FINANCIAL POSITION
As at 30 June 2004

		30 Jun 2004	30 Jun 2003
		\$	\$
<u>CURRENT ASSETS</u>			
Cash	(Note 2)	4,821	9,868
Receivables	(Note 3)	377	1,650
Inventories	(Note 4)	<u>9,246</u>	<u>6,033</u>
<u>TOTAL CURRENT ASSETS</u>		<u>14,444</u>	<u>17,551</u>
<u>FIXED ASSETS</u>			
Investments	(Note 5)	2,400	2,400
Property, Plant and Equipment	(Note 6)	<u>116,822</u>	<u>100,640</u>
<u>TOTAL FIXED ASSETS</u>		<u>119,222</u>	<u>103,040</u>
<u>TOTAL ASSETS</u>		<u>133,666</u>	<u>120,591</u>
<u>CURRENT LIABILITIES</u>			
Creditors & Borrowings	(Note 7)	57,145	68,938
Provisions	(Note 8)	<u>64,788</u>	<u>60,742</u>
<u>TOTAL CURRENT LIABILITIES</u>		<u>121,933</u>	<u>129,680</u>
<u>NON-CURRENT LIABILITIES</u>			
Creditors and Borrowings	(Note 7)	4,720	17,760
Provisions	(Note 8)	<u>3,220</u>	<u>--</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>		<u>7,940</u>	<u>17,760</u>
<u>TOTAL LIABILITIES</u>		<u>129,873</u>	<u>147,440</u>
<u>NET ASSETS</u>		<u><u>\$3,793</u></u>	<u><u>(\$26,849)</u></u>
<u>ACCUMULATED FUNDS</u>			
Unappropriated Deficit B/fwd	(Note 9)	(15,207)	(26,849)
Asset Revaluation Reserve		<u>19,000</u>	<u>--</u>
<u>TOTAL FUNDS SURPLUS/(DEFICIT)</u>		<u><u>\$3,793</u></u>	<u><u>(\$26,849)</u></u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>INCOME</u>		
Members Contributions	292,895	290,226
Interest Received	234	194
Admin Fees - WA Branch	18,500	18,375
Workcover Advocacy Fees	7,446	4,840
Other Income	1,500	1,558
	<u>320,575</u>	<u>315,193</u>
<u>LESS EXPENDITURE</u>		
Affiliation & Sustentation Fees	4,903	4,838
Audit Fees	3,420	3,600
Bank Fees, State & Federal Taxes	1,875	1,386
Capitation Fees - Federal	--	11,275
Commissions	13,982	9,774
Computer Expenses	4,128	5,508
Delegates Meeting Exes, Public Relations	2,979	2,560
Depreciation	2,818	3,982
Donations	150	45
Fringe Benefits Tax	3,248	1,262
Funeral Benefits	70	100
Insurance - General	2,469	2,490
Insurance - Journey Travel	11,346	11,062
Insurance - Ambulance	17,279	--
Legal & Industrial Expenses	694	1,357
Light & Power	1,459	2,508
Loss on Sale of Stock	2,041	1,215
Motor Vehicle Expenses	13,796	24,246
Picnic Expenses	--	582
Postage	2,050	3,422
Printing & Stationery	9,013	5,540
Publications & Subscriptions	1,358	2,521
Provision for Long Service Leave	1,620	4,800
Provision for Other Leave	1,420	--
Rates & Taxes	1,991	2,355
Repairs & Maintenance of Office Equipment etc.	273	125
Salary & Allowances - Officials	105,879	103,258
Salary & Allowances - Staff	68,708	66,141
Contract Staff	1,659	--
Strata Title Unit Maintenance	7,200	6,437
Superannuation	16,558	17,101
Sundry Expenses	2,986	4,378
Telephone & Paging Expenses	9,351	14,916
Travelling Expenses	9,946	8,179
Workcover	3,540	2,941
	<u>330,209</u>	<u>329,905</u>
<u>(DEFICIT) FOR THE PERIOD</u>	<u>\$(9,634)</u>	<u>\$(14,711)</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

		2004
		\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members		292,895
Operating receipts		28,719
Payments to suppliers and employees		(326,895)
Interest received		<u>234</u>
NET CASH PROVIDED BY		
OPERATING ACTIVITIES	5(b)	<u>(5,047)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		<u>---</u>
CASH FLOWS FROM FINANCING ACTIVITIES		<u>---</u>
NET INCREASE/(DECREASE) IN CASH HELD		<u>(5,047)</u>
CASH AT THE BEGINNING OF		
THE FINANCIAL YEAR		<u>9,868</u>
CASH AT THE END OF		
THE FINANCIAL YEAR	5(a)	<u><u>\$4,821</u></u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2004

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996 as amended.

Excepting Contributions, the financial report has been prepared on an accrual basis and is based on historical cost and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

- (a) **Income Tax**
The Branch is exempt from Income Tax under S50-15 of the Income Tax Assessment Act 1997.
- (b) **Plant and Equipment**
Motor Vehicles & plant and equipment are carried at cost less accumulated depreciation.
- Depreciation**
All fixed assets are depreciated over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.
- (c) **Contributions**
Contributions are accounted for on a cash basis.
- (d) **Employee Benefits**
Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave etc, have been made for the nominal value of estimated accrued entitlements of all Employees on the basis of their terms of Employment.

NOTE 2. CASH FLOW INFORMATION

- (a) **Reconciliation of Cash**
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

	2004
	\$
Cash on Hand	500
Cash at Bank	4,321
	<u>4,821</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2004

NOTE 2. CASH FLOW INFORMATION (Cont'd)

(b) Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax

Profit/(Loss) from Ordinary Activities	(9,634)	
<i>Non-Cash flows in profit from ordinary activities:</i>		
- Depreciation	2,818	
- Overprovision prior period	21,274	
<i>Change in Assets and Liabilities:</i>		
(Increase)/Decrease in Inventories	(3,213)	
Decrease/(Increase) in Receivables	1,273	
(Decrease)/Increase in Payables	(24,833)	
Increase in Provisions	7,266	
Cash Flows from Operations	<u>\$5,047</u>	

NOTE 3. RECEIVABLES	2004	2003
	\$	\$
Accounts Receivable	<u>\$377</u>	<u>\$1,650</u>

NOTE 4. INVENTORIES		
Finished Goods	<u>\$9,246</u>	<u>\$6,033</u>

NOTE 5. INVESTMENTS		
Commonwealth Bank Inscribed Stock	<u>\$2,400</u>	<u>\$2,400</u>

NOTE 6. PROPERTY, PLANT & EQUIPMENT

(1) Strata Title Units Trades Hall - Adelaide
A contract has been signed for the sale of the Trades Hall Strata Title Unit. The unit is valued in these accounts at the rateable value at the year ended 30/6/04.

	2004	2003
	\$	\$
Land & Building at Valuation – Trades Hall	<u>109,000</u>	<u>90,000</u>
	<u>109,000</u>	<u>90,000</u>
Motor Vehicles at Cost	60,165	60,165
Less Accumulated Depreciation	<u>60,165</u>	<u>60,165</u>
	--	--
Office Furniture & Equipment at Cost	63,313	65,707
Less Accumulated Depreciation	<u>55,491</u>	<u>55,067</u>
	<u>7,822</u>	<u>10,640</u>
TOTAL FIXED ASSETS	<u>116,822</u>	<u>100,640</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2004

NOTE 7. CREDITORS & BORROWINGS

CURRENT

Accounts Payable	14,985	36,178
Loans from AMIEU Branches	42,160	32,760
	57,145	68,938

NON-CURRENT

Loans from AMIEU Branches	4,720	17,760
	4,720	17,760

NOTE 8. PROVISIONS

Provision for Long Service Leave	31,620	30,000
Provision for Annual Leave & other Entitlements	5,320	3,900
Provision for Loss of Office	31,068	26,842
	68,008	60,742

NOTE 9. RETAINED SURPLUS/(DEFICIT)

Deficit for the Year	(9,634)	(14,712)
ADD Revaluation of Strata Unit	19,000	--
Capitation Fees Written Off	11,276	14,692
Overprovision for Legal Fees In prior period	10,000	--
Overprovision for funeral benefits	--	23,670
	30,642	23,650
ADD Balance at Beginning of the Year	(26,849)	(50,499)
LESS Transfer to Asset Revaluation Reserve	19,000	--
DEFICIT CARRIED FORWARD	\$(15,207)	\$(26,849)

NOTE 10. SEGMENT REPORTING

The Branch operates as a trade union and provides employee support to members.

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

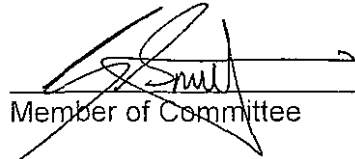
THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242


BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, GRAHAM SMITH and IAN BRONCA, being two Members of the Branch Committee of the Australasian Meat Industry Employees' Union, South Australian Branch, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, and dated 20th November 2004 that:

- (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 Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Branch Committee were held in accordance with the rules of the organisation including the rules of a Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of a Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

SIGNED:


Member of Committee


Member of Committee

DATED:

20/11/2004
ADELAIDE

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

AUDITORS' REPORT

SCOPE

We have audited the Accounts being the Statement of Financial Position & Performance and Notes to and forming part of the Accounts of the Australasian Meat Industry Employees' Union, South Australian Branch, for the year ended 30 June 2004.

The Branch Committee of Management is responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the Accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations.

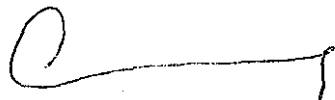
The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion, the financial report:

- presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements, the financial position of the Branch as at 30 June 2004 and the results of its operations and its cash flows for the year then ended; and
- is in accordance with the requirements of the Workplace Relations Act 1996.

J. H. DOYLE & CO.



C. WELLINGTON
REGISTERED AUDITOR

DATED *25th November 2004*
ADELAIDE:

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
SOUTH AUSTRALIAN BRANCH
ABN: 44 210 953 242

OPERATING REPORT

Your committee members submit the financial report of the Australasian Meat Industry Employees' Union, SA Branch for the financial year ended 30 June 2004.

Members of Committee

The names of the members of the committee of management throughout the financial year and at the date of this report are:

<i>Ian Bronca</i>	<i>Gordon Davidson</i>
<i>Michael Lindner</i>	<i>Scott Challinger</i>
<i>Graham Smith</i>	<i>Steven Wrightson</i>
<i>Paul Marshall</i>	<i>Greg Dewar</i>
<i>Dianne Tancock</i>	<i>Bill Gibbons</i>

Members of the Committee of Management have been in office from the start of the financial year to the date of this report unless other wise stated.

Operating Result

The deficit from ordinary activities after providing for income tax amounted to \$9,634

Review of Operations

A review of the operations of the entity during the financial year and the results of those operations found that during the year, the entity continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

Significant Changes

No significant changes in the nature if these activities occurred during the year.

Principal Activities

The principal activity of the union during the financial year was the provision of industrial services to members.

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 entity, the results of those operations, or the state of affairs of the entity in future financial years.

Union Details

The union had 4 employees at year end.
The number of members at 30th June 2004 was 1,253.

Details of right of members to resign

In accordance with Rule 7 of the rules of the Australasian Meat Industry Employees Union.

Details of Superannuation Trustees

N/a

Signed in accordance with a resolution of the Members of the Committee.

Designated Officer: _____

NAME

Dated this 10TH FEBRUARY 2005



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 Graham Smith
Secretary
Australasian Meat Employees' Union
3rd Floor
11 South Terrace
ADELAIDE SA 5000

Dear Mr Smith

AMIEU SA Branch - Financial Return for year ending 30 June 2004 (FR2004/546)

I refer to the financial return of the Branch lodged in the Registry on 4 April 2005. The documents have been filed. Please however, note the following when preparing the next financial return.

Notice under s272(5) of the RAO Schedule.

This provision requires that the general purpose financial report and any concise report include a notice drawing attention to the provisions of s272(1), (2) and (3) and set out those provisions. Neither the GPFR nor the concise report include this notice.

Certificate of Secretary

I would recommend the Branch consider adhering to the suggested form for this certificate when lodging its next financial return, making any necessary adjustments in the form. This will ensure that all the issues required to be addressed by the signatory of the certificate are covered.

I attach a copy of the form for your information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'PM' followed by a stylized flourish.

Peter McKerrow
for Deputy Industrial Registrar

14 April 2005

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I [name] being the [title of office] of the [name of the organisation] certify:

- that the documents lodged herewith are copies of the full report, [and the concise report]², referred to in s268 of the RAO Schedule; and
- that the [full report OR concise report]³, was provided to members on [insert date]; and
- that the full report was presented to [a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]³ of the reporting unit on [insert date]; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable