

29 December 2016

Ms Sharra Anderson
Secretary, South and Western Australia Branch
Australasian Meat Industry Employees Union

By email: admin@sawa.amieu.asn.au



Dear Ms Anderson

Re: Lodgement of Financial Statements and Accounts – Australasian Meat Industry Employees Union, South and Western Australia Branch - for year ended 30 June 2016 (FR2016/228)

I refer to the financial report for the South and Western Australia Branch of the Australasian Meat Industry Employees Union. The report was lodged with the Fair Work Commission on 12 December 2016.

The financial report has been filed based on a primary review. This involved confirming whether the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

You are not required to take any further action in respect of the report lodged but I make the following comments to assist you when you next prepare a financial report. Please note that the financial report for the year ending 30 June 2017 may be subject to an advanced compliance review.¹

Timescale requirements

I note that the certificate of Designated Officer stated that “*no meeting was called in accordance with rule 49.10 of the AMIEU rules endorsed by the executive on 5th December 2016.*” As I indicated in our discussion today, although this form of wording appears, on the basis of the FWC record, to represent a confirmation that the full report was presented on 5 December, future certificates should state clearly the date the full report is presented to “a meeting of the committee of management”² for the purposes of section 266.

For clarification I set out the relevant timeframes and sequence in summary below.

- (1) the committee must meet as soon as practicable, that is, no later than during the month of November, to approve the draft financial statements, and sign the committee of management statement and operating report;
- (2) the auditor must sign the auditor’s report as soon as practicable after (1) and before the end of November to enable the Branch to distribute the signed reports and statements to the members no later than 30 November;

¹ The full range of disclosure requirements that may apply can be found itemised on the advanced assessment form available at <https://www.fwc.gov.au/documents/documents/organisations/factsheets/org-financial-report-checklist-advanced.pdf>

² It appears arguable, if not absolutely certain, that Rule 47A.11 enables presentation, for the purposes of section 266, to be made to the Executive which is empowered to “*administer the business of the Branch between meetings of the Branch committee of management*”. The Branch should ensure it presents the signed full report to a competent body according to the customary interpretation of the Branch and Union.

- (3) the signed full report must be provided/made available to the members as soon as practicable after (2) and no later than 30 November;
- (4) for the purposes of section 266, the signed full report must be separately presented to a (second) meeting of the committee of management³ no later than 31 December;
- (5) a copy of the signed full report must be lodged as soon as possible, or at least no later than 14 days, after (4).

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 67 [REDACTED] 3 or [REDACTED] or by email at stephen.kellett@fwc.gov.au

Yours sincerely



Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

³ See note 2 above.

First Floor,
46 Greenhill Road
Wayville
SA 5034



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

South Australian Branch
Including Western Australia
(Registered under the Fair Work Act 2009)

ABN: 44 210 953 242

Telephone: (08) 8274 4100
Facsimile: (08) 8274 4101
Toll Free: 1800 882 645
(Country and WA members)
Email: amieusa@internode.on.net
Website: <http://sa.amieu.asn.au>

6th December 2016

The General Manager
Fair Work Australia
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Sir or Madam

Re: AMIEU SA & WA Branch – Annual Return for 2015/2016 Financial Year

I refer to the above and, enclose:

- (i) A copy of the full financial report of the Australasian Meat Industry Employees Union SA & WA for the year ending 30 June 2016 (including the committee of management certificate, signed by Miss Sharra Anderson, AMIEU SA & WA Branch Secretary); and
- (ii) The certificate pursuant to Section 268(c) of the *Fair Work (Registered Organisations) Act 2009*, signed by the Branch Secretary, Miss Sharra Anderson.

If you have any queries about the above, or the enclosed documents, please do not hesitate to contact me.

Yours faithfully,

Sharra Anderson
BRANCH SECRETARY
A.M.I.E.U.
South & Western Australian Branch



AMIEU South & Western Australia Branch

S.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the period ended 30th June 2016

I *sharra Anderson* being the *Branch Secretary* of the *AMIEU South & Western Australian Branch* certify:

- that the documents lodged herewith are copies of the full report for the *AMIEU South & Western Australian Branch* for the period ended 30TH June 2016 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*;
and
- that the *full report* was provided to members of the reporting unit on 22nd October 2016;
and
- that the full report was presented to a *meeting of the committee of management* of the reporting unit on 15th October 2016 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:


.....

Name of prescribed designated

Officer: **Sharra Anderson**

Title of prescribed designated officer:

Branch Secretary

Dated: 6th December 2016

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
ABN: 44 210 953 242

FINANCIAL REPORT
AS At 30 JUNE 2016

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**FINANCIAL REPORT
AS At 30 JUNE 2016**

CONTENTS	Page #
Independent Audit Report	3
Certificate by Prescribed Designated Officer	5
Operating Report	6 - 7
Committee of Management Statement	8
Statement of Comprehensive Income	9
Statement of Financial Position	10
Statement of Changes in Equity	11
Statement of Cash Flows	12
Recovery of Wages Activity	13
Notes to the Financial Statements	14-35

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH

Report on the Financial Report

I have audited the accompanying financial report of The AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH, which comprises the Statement of Financial Position as at 30 June 2016, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by Members of the Committee.

Committees' Responsibility for the Financial Report

The Committee of Management of the Union are responsible for the preparation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Fair Work (Registered Organisations) Act 2009 and the financial requirements of the Union's rules. The responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances. In Note 2, the committee also states, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that the financial statements comply with the Australian Accounting Standards.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on audit. I conducted my audit in accordance with the Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Union's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

I am an approved auditor (ASIC Audit Registration S667), a Fellow of the Institute of Chartered Accountants and I hold a current Public Practice Certificate.

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements and the Fair Work (Registered Organisations) Act 2009.

In my opinion:

The financial report of The AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH, is in accordance with:

(a) Fair Work (Registered Organisations) Act 2009, including:

(i) giving a true and fair view of the union's financial position as at 30 June 2016 and of its performance for the year ended on that date;

(ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Union's rules; and

(iii) complying with any other requirements imposed by the Reporting Guidelines of the Fair Work (Registered Organisations) Act 2009

(b) other mandatory professional reporting requirements in Australia.

(c) The General Purpose Financial Report is presented fairly in accordance with Australian Accounting Standards, and the following:

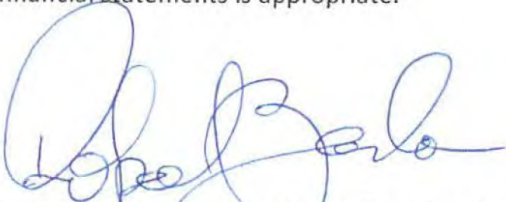
a. In relation to any recovery of wages activity:

that the scope of the audit encompassed recovery of wages activity

that the Union do not involve in any recovery of wages activity.

b. any other requirements imposed by these Reporting Guidelines

(d) I conclude that managements' use of the going concern basis of accounting in the preparation of the union's financial statements is appropriate.



Robert J Zadow (ASIC Audit Registration No. 5667) FCA, CPA

360 PRIVATE WEALTH BY DESIGN PTY LTD

Parkside

South Australia

Dated.....15th October 2016

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER
Certificate for the period ended 30 June 2016

I SHARRA ANDERSON being the Branch Secretary of THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH, certify:

- that the documents lodged herewith are copies of the full report for the AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH, for the period ended 30 June 2016 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the reporting unit on 22nd Oct 2016; and
- No meeting was called in accordance with rule 49.10 of the AMIEU rules endorsed by the executive on 5th December 2016.

Signature of prescribed designated officer Sharra Anderson

Name of prescribed designated officer Sharra Anderson

Title of prescribed designated officer Branch Secretary

Dated 6th Dec 2016

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2016**

The committee presents its report on the reporting unit for the financial year ended 30 June 2016.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

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. The Union maintains living standards of our members through enterprise bargaining and Industrial representation on behalf of our members when needed. There were no significant changes to the activities of the Union during the year.

Significant changes in financial affairs

There were no significant changes to the financial affairs of the union.

Right of members to resign

All members of the Branch have the right to resign from the Union in accordance with Rule 7 of THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH.

Officers & employees who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee

To the best of our knowledge and belief no other Officer or Employee of the Branch is, by virtue of their Office on the Branch Committee of Management of the Union, SOUTH & WESTERN AUSTRALIA Branch:-

- (i) a Trustee of a superannuation entity or exempt public sector superannuation scheme;
- (ii) a Director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the office of a Trustee or Director is that the Office is an Officer of a registered

Number of members

There were 2,418 members of which 1,926 and 43 were financial and honorary members respectively of the SOUTH & WESTERN AUSTRALIA Branch as at 30 June 2016.

Number of employees

As at 30 June 2016, the Branch employed 4.8 elected officials and 1 casual part time clerical employees.

Names of Committee of Management members and period positions held during the financial year

The following persons were a member of the Committee of Management of the Branch, namely the Branch Executive, during the year ended 30 June 2016.


<u>Name</u>	<u>Period</u>	<u>Position</u>
Sharra Anderson	1st July 2015 - 30th June 2016	Branch Secretary
Scott Challinger	1st July 2015 - 30th June 2016	President SA
John Da Silva	1st July 2015 - 30th June 2016	Assistant Secretary
Mark Hatcher	1st July 2015 - 30th June 2016	Vice President WA
Gordon Davidson	1st July 2015 - 30th June 2016	Vice President SA
Peter Legg	1st July 2015 - 30th June 2016	Organiser WA
Kaine Sic	1st July 2015 - 30th June 2016	Organiser SA
Brendon Jowett	1st July 2015 - 14th October 2015	Organiser WA
Gregory Mitchell	1st July 2015 - 30th June 2016	Committee Member
Peter Sines	1st July 2015 - 30th June 2016	Committee Member WA

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2016**

Names of Committee of Management members and period positions held during the financial year (cont.)

<u>Name</u>	<u>Position</u>	<u>Period</u>	
Sandra Ashwood	1st July 2015 - 30th June 2016		Committee Member SA
Geoffrey Ackland	1st July 2015 - 30th June 2016		Committee Member
Angela McPhee	1st July 2015 - 30th June 2016		Committee Member WA
Dynne Moanaroa	1st July 2015 - 06th October 2015		Committee Member WA
Melanie Richter	1st July 2015 - 30th June 2016		Committee Member WA
Greg Mitchell	24th Oct 2015 - 30th June 2016		Committee Member

Signature of designated officer 

Name and title of designated officer: **Sharra Anderson**

Dated: **15 Oct 2016**

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 30 JUNE 2016**

On the 15 Oct 2016, the Committee of Management of THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 30 June 2016:

The Committee of Management declares 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 General Manager;
- (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; and
- (e) during the financial year to which the GPRF 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 union 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 union concerned; and

- (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and

- (iv) where the union consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and

- (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and

- (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

(f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

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

Signature of designated officer



Name and title of designated officer: **Sharra Anderson**

Dated: **15 Oct 2016**

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2016

	Notes	2016 \$	2015 \$
Revenue			
Membership subscription	3A	825,118	785,251
Capitation fees	3B	-	-
Branch levies	3C	-	-
Interest income	3D	3,985	4,563
Trading profit/(loss)	3E	1,646	(11,042)
Other revenue	3F	21,118	22,833
Total revenue		<u>851,867</u>	<u>801,605</u>
Other Income			
Grants and donations	3G	-	-
Total income		<u>851,867</u>	<u>801,605</u>
Expenses			
Employee expenses	4A	563,090	555,745
Capitation fees	4B	58,082	48,263
Affiliation fees	4C	13,109	12,862
Administration expenses	4D	184,824	154,733
Grants or donations	4E	108	430
Depreciation and amortisation	4F	20,091	29,555
Finance cost	4G	8,211	7,919
Legal costs	4H	-	3,650
Auditor's remuneration	11	17,050	14,277
Other expenses	4I	-	-
Total expenses		<u>864,564</u>	<u>827,434</u>
Profit / (loss) for the year		<u>(12,698)</u>	<u>(25,829)</u>
Other comprehensive income			
Fair value gains on available-for-sale financial assets		3,675	9,259
Total comprehensive income for the year		<u>(9,023)</u>	<u>(16,570)</u>

The above statement of comprehensive income should be read in conjunction with the accompanying notes

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

	Notes	2016 \$	2015 \$
ASSETS			
Current Assets			
Cash and cash equivalents	5A	88,964	52,674
Trade and other receivables	5B	2,617	8,530
Other current assets	5C	44,297	51,840
Total current assets		<u>135,878</u>	<u>113,044</u>
Non-Current Assets			
Property, plant and equipment	6A	61,699	81,790
Financial assets	6B	146,574	142,899
Total non-current assets		<u>208,273</u>	<u>224,689</u>
Total Assets		<u>344,151</u>	<u>337,733</u>
LIABILITIES			
Current Liabilities			
Trade payables	7A	8,533	12,726
Other payables	7B	25,477	17,692
Employee provisions	8A	101,899	90,050
Total current liabilities		<u>135,909</u>	<u>120,468</u>
Non-Current Liabilities			
		-	-
Total Liabilities		<u>135,909</u>	<u>120,468</u>
Net assets		<u>208,242</u>	<u>217,265</u>
EQUITY			
Reserves		167,218	167,218
Retained Earnings		41,024	50,047
Total Equity		<u>208,242</u>	<u>217,265</u>

The above statement of financial position should be read in conjunction with the accompanying notes

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2016

	Reserves	Retained earnings	Total equity
	\$	\$	\$
Balance as at 1 Jul 2014	167,218	66,617	233,835
Adjustment for changes in accounting policies			
Loss for the year	-	(25,829)	(25,829)
Other comprehensive income for the year	-	9,259	9,259
Any transfer from retained earnings	-	-	-
Balance as at 30 Jun 2015	167,218	50,047	217,265
Adjustment for changes in accounting policies	-	-	-
Loss for the year	-	(12,698)	(12,698)
Other comprehensive income for the year	-	3,675	3,675
Any transfer from retained earnings	-	-	-
Balance as at 30 Jun 2016	167,218	41,024	208,242

The above statement of changes in equity should be read in conjunction with the accompanying notes.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2016

	Notes	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received			
Receipts from members		825,118	785,251
Interest received		4,563	4,563
Receipts from other reporting entities	9B	18,378	20,527
Other		102,631	116,740
		<u>950,690</u>	<u>927,081</u>
Cash Used			
Employees		(460,937)	(458,695)
Suppliers		(383,781)	(386,023)
Payments to other reporting entities	9B	(69,683)	(59,864)
		<u>(914,401)</u>	<u>(904,582)</u>
Net cash from (used by) operating activities	9A	<u>36,290</u>	<u>22,499</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash Received			
Proceeds from sale of vehicle		-	636
Cash Used		-	636
Purchase of motor vehicle		-	(10,909)
Purchase of furniture & fixture		-	(43,760)
		<u>-</u>	<u>-</u>
Net cash used by investing activities		<u>-</u>	<u>(54,033)</u>
FINANCING ACTIVITIES			
Cash flow from financing activities		-	-
Net increase (decrease) in cash held		<u>36,290</u>	<u>(31,534)</u>
Cash & cash equivalents at the beginning of the reporting period		52,674	84,208
Cash & cash equivalents at the end of the reporting period	5A	<u>88,964</u>	<u>52,674</u>

The above statement of cash flows should be read in conjunction with the accompanying notes.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
Cash assets in respect of recovered money at beginning of year	<u>-</u>	<u>-</u>
Receipts		
Amounts recovered from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	<u>-</u>	<u>-</u>
Payments		
Deductions of amounts due in respect of membership for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	<u>-</u>	<u>-</u>
Cash asset's in respect of recovered money at end of year	<u>-</u>	<u>-</u>
Number of workers to which the monies recovered relates	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed		
Payable balance	-	-
Number of workers the payable relates to	-	-
Fund or account operated for recovery of wages	-	-

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 1. Union Information

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH is to uphold the rights of labour and to improve, protect and foster the best interests of its members and to lobby and negotiate with Government for interests of its members. Please refer to branch council operating report for further details.

Note 2. Summary of significant accounting policies

2.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

2.2 Comparative amounts

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

2.3 Significant accounting judgements and estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

2.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard. The accounting policies adopted are consistent with those of the previous financial year.

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH.

2.5 Revenue

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

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

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

Note 2. Summary of significant accounting policies (cont.)

2.5 Revenue (cont.)

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

Donation income is recognised when it is received.

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

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

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

2.6 Government Grants

Government grants are not recognised until there is reasonable assurance that the union will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the union recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that union should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the union with no future related costs are recognised in profit or loss in the period in which they become receivable.

2.7 Gains

Sale of assets

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

2.8 Capitation fees and levies

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

2.9 Employee benefits

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

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

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

Note 2. Summary of significant accounting policies (cont.)

2.9 Employee benefits (cont.)

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

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

2.10 Cash and cash equivalents

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

2.11 Financial instruments

Financial assets and financial liabilities are recognised when THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH becomes a party to the contractual provisions of the

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

2.12 Financial assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Fair value through profit or loss

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

Note 2. Summary of significant accounting policies (cont.)

2.12 Financial assets (cont.)

Fair value through profit or loss (cont.)

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

Held-to-Maturity investments

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

Available-for-sale

Available-for-sale financial assets are those non-derivative financial assets that are designated as available for sale or that are not classified as loans and receivable, held-to-maturity investments or financial assets at fair value through profit or loss.

Loan and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

Note 2. Summary of significant accounting policies (cont.)

2.12 Financial assets (cont.)

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

Impairment of financial assets

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 2. Summary of significant accounting policies (cont.)

2.12 Financial assets (cont.)

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

Derecognition of financial assets

The reporting unit derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

2.13 Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Fair value through profit or loss

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 2. Summary of significant accounting policies (cont.)

2.13 Financial liabilities (cont.)

Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

Derecognition of financial liabilities

The reporting unit derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

2.14 Contingent liabilities and contingent assets

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

2.15 Property and equipment

Asset recognition

Each class of property and equipment is recognised at historical cost. Purchases of property and equipment are recognised at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses.

Depreciation

Depreciable property and equipment assets are written-off to their estimated residual values over their estimated useful lives using following method of depreciation against each class of asset. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

	2016	2015
Motor Vehicle	25%	25%
Office equipment & Furniture	2.5% to 50%	2.5% to 50%

Derecognition

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

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 2. Summary of significant accounting policies (cont.)

2.15 Property and equipment (cont.)

2.16 Investment property

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at fair value. Gains and losses arising from changes in the fair value of investment properties are included in profit and loss in the period in which they arise.

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

2.17 Impairment for non-financial assets

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

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

2.18 Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the non-current asset is available for immediate sale in its present condition. Management must be committed to the sale, which should be expected to qualify for recognition as a completed sale within one year from the date of classification.

Non-current assets classified as held for sale are measured at the lower of their previous carrying amount and fair value less costs of disposal.

2.19 Taxation

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

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

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

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

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

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 2 Summary of significant accounting policies (cont.)

2.20 Fair value measurement

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date.

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

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

The principal or the most advantageous market must be accessible by THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

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

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable. All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

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

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

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value

2.21 Going concern

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH is reliant on the agreed financial support from its members to continue on a going concern basis. This agreed financial support is to continue until they cease to be a member.

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	Notes	2016 \$	2015 \$
Note 3 Income			
Note 3A: Membership subscription			
Membership subscription comprises of contributions from members during the year giving an average of \$407 p.a from each member; Members are charged at different rates depending upon their employment status and category in which they fall.			
Note 3B: Capitation fees			
None		-	-
Total capitation fees		<u>-</u>	<u>-</u>
Note 3C: Levies			
Branch levies		-	-
Total levies		<u>-</u>	<u>-</u>
Note 3D: Interest			
Interest income		7,660	4,563
Total interest income		<u>7,660</u>	<u>4,563</u>
Note 3E: Trading profit / (loss) from sale and purchase			
Sale		24,779	25,214
Cost of sales		(23,133)	(36,256)
Total trading profit/(loss)		<u>1,646</u>	<u>(11,042)</u>
Note 3F: Other revenue			
Federal admin fee		11,070	12,000
Reimbursement		2,470	2,834
Tasmania admin fee		7,308	7,781
Other		270	218
		<u>21,118</u>	<u>22,833</u>
Note 3G: Grants and donations			
Grants		-	-
Donations		-	-
Total grants and donations		<u>-</u>	<u>-</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
Note 4 Expenses		
Note 4A: Employee expenses		
Holders of office:		
Wages and salaries	304,976	288,320
Superannuation	32,023	28,417
Separation and redundancies	-	-
Leave and other entitlements	9,018	11,525
	346,016	328,262
Other employee expenses		
Payroll Tax	-	-
Fringe Benefits Tax	7,423	7,582
Work cover	6,297	4,773
Motor Vehicle Expenses	33,765	38,361
Travel	20,572	33,307
	68,057	84,023
Subtotal employee expenses holders of office	414,073	412,285
Employees other than office holders:		
Wages and salaries	112,667	127,667
Superannuation	11,271	14,291
Separation and redundancies	22,247	-
Leave and other entitlements	2,831	1,502
	149,017	143,460
Subtotal employees other than office holders	149,017	143,460
Total employee expenses	563,090	555,745
Note 4B: Capitation fees		
AMIEU Federal Council General	52,619	41,889
Australian Labor Party	5,463	6,374
Total capitation fees	58,082	48,263
Note 4C: Affiliation fees		
Trade & labor council of WA	6,213	5,700
SA Union	5,974	5,901
The Union Shopper	922	1,061
SA May Day	-	200
Total affiliation fees	13,109	12,862

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	Notes	2016 \$	2015 \$
Note 4 Expenses (cont.)			
Note 4D: Administration expenses			
Consideration to employers for payroll deductions		-	-
Compulsory levies		-	-
Conference and meeting expenses		1,872	1,540
Contractors/consultants		-	-
Property expenses	4D (i)	46,888	46,265
Office expenses		67,515	50,537
Information communications		26,422	22,507
Insurance		42,127	33,884
Total administration expense		<u>184,824</u>	<u>154,733</u>
4D (i) This includes property rentals and council rates.			
Note 4E: Grants and donations			
Grants:			
Total paid that were \$1,000 or less		-	-
Total paid that exceeded \$1,000		-	-
Donations:			
Total paid that were \$1,000 or less		108	430
Total paid that exceeded \$1,000		-	-
Total grants and donations		<u>108</u>	<u>430</u>
Note 4F: Depreciation			
Office equipment & furniture fixtures		11,468	18,612
Motor vehicle		8,623	10,943
Total depreciation		<u>20,091</u>	<u>29,555</u>
Note 4G: Finance costs			
Finance cost		8,211	7,919
Total finance costs		<u>8,211</u>	<u>7,919</u>
Note 4H: Legal costs			
Legal expenses		-	3,650
Total legal costs		<u>-</u>	<u>3,650</u>
Note 4I: Other expenses			
Penalties - via RO Act or RO Regulations		-	-
Total other expenses		<u>-</u>	<u>-</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

		2016	2015
Note 5 Current Assets	Notes	\$	\$
Note 5A: Cash and cash equivalents			
Cash at bank	5A (i)	88,464	52,174
Cash on hand		500	500
Total cash and cash equivalents		<u>88,964</u>	<u>52,674</u>
5A (i) Cash at bank earns interest at the varying floating rates.			
Note 5B: Trade and other receivables			
Receivables from other reporting units			
AMIEU Federal Council		-	-
AMIEU - Tasmania		-	2,028
		-	-
Receivable from other reporting units		<u>-</u>	<u>2,028</u>
Other receivables:			
GST receivable from the Australian Taxation Office		-	-
Other trade receivables		7,225	6,502
Total other receivables		<u>7,225</u>	<u>6,502</u>
Less: Provision for doubtful debts		(4,608)	-
Total trade and other receivables (net)		<u>2,617</u>	<u>8,530</u>
Note 5C: Other current assets			
Inventory		44,298	51,840
Total other current assets		<u>44,297</u>	<u>51,840</u>

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

	Notes	2016 \$	2015 \$
Note 6 Non-current assets			
Note 6A: Property, plant & equipment			
Cost	6A (i) & 6A (ii)	228,866	228,866
Accumulated depreciation		(167,167)	(147,076)
Total property, plant and equipment		<u>61,699</u>	<u>81,790</u>
6A (i) Office equipment & furniture fixture			
At cost		145,176	145,176
Accumulated depreciation		(117,585)	(106,117)
Total office equipment & furniture		<u>27,591</u>	<u>39,059</u>
Reconciliation of the opening and closing balances			
As at 1 Jul 2015			
Gross book value		145,176	101,416
Accumulated depreciation and impairment		(106,117)	(87,505)
Net book value 1 Jul 2015		<u>39,059</u>	<u>13,911</u>
Additions		-	43,760
Depreciation expense		(11,468)	(18,612)
Disposals		-	-
Other		-	-
Net book value 30 Jun 2016		<u>27,591</u>	<u>39,059</u>
6A (ii) Motor Vehicle:			
Cost		83,690	83,690
Accumulated depreciation		(49,582)	(40,959)
Total Motor vehicle		<u>34,108</u>	<u>42,731</u>
As at 1 Jul 2015			
Gross book value		83,690	111,737
Accumulated depreciation and impairment		(40,959)	(68,336)
Net book value 1 Jul 2015		<u>42,731</u>	<u>43,401</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	Notes	2016 \$	2015 \$
Note 6 Non-current assets (Contn.)			
Reconciliation of the opening and closing balances (Contn.)			
Additions		-	10,909
Revaluations		-	-
Impairments		-	-
Depreciation expense		(8,623)	(10,943)
Other adjustment		-	-
Disposals		-	(636)
Net book value 30 Jun 2016		34,108	42,731

Note 6B: Financial Asset

Available-for-sale financial assets	6B (i)	145,474	141,799
Other		1,100	1,100
Total other investments		146,574	142,899

6B (i) This represents the fair value of investments in First Choice Australian Share, First Choice Property Securities, CFS Imputation and Perpetual Industrial Share of Colonial First State. There are no fixed returns or fixed maturity dates attached to these investments.

Note 7 Current Liabilities

Note 7A: Trade payables

Trade payable and accruals		8,533	12,726
Subtotal trade creditors		8,533	12,726
Payables to other reporting units			
AMIEU - Federal Council		-	-
Subtotal		-	-
Total trade payables		8,533	12,726

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
Note 7 Current Liabilities (cont.)		
Note 7B: Other payables		
Wages and salaries	6,385	7,337
Superannuation	11,714	4,650
Consideration to employers for payroll deductions	-	-
Legal costs	-	-
Prepayments received/unearned	-	-
GST payable	4,423	5,153
Other	2,955	552
Total other payables	25,477	17,692
Note 8 Provisions		
Note 8A: Employee provisions		
Office Holders:		
Annual leave	-	-
Separations and redundancies	-	-
Long service leave	77,743	70,424
Subtotal employee provisions—office holders	77,743	70,424
Employees other than office holders:		
Annual leave	7,347	4,517
Long service leave	16,809	15,109
Separations and redundancies	-	-
Other	-	-
Subtotal—employees other than office holders	24,156	19,626
Total employee provisions	101,899	90,050
Current	101,899	90,050
Non Current	-	-
Total employee provisions	101,899	90,050

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

	2016 \$	2015 \$
Note 9 Cash flow		
Note 9A: Cash flow reconciliation		
Reconciliation of net income/loss to net cash from operating activities		
Total comprehensive income / (loss) for the year	(9,023)	(16,570)
Adjustments for non-cash items		
Depreciation	20,091	29,555
Change in fair value for investment portfolio	(3,675)	(9,259)
Gain/loss on disposal of assets	-	-
	7,393	3,726
Changes in assets/liabilities		
(Increase)/decrease in net receivables	5,913	(264)
(Increase)/decrease in other current assets	7,543	10,343
Increase/(decrease) in supplier payables	(4,193)	(7,866)
Increase/(decrease) in other payables	7,784	3,534
Increase/(decrease) in employee provisions	11,849	13,026
Net cash from (used by) operating activities	36,290	22,499
Note 9B: Cash flow information		
Cash inflows		
AMIEU - Federal Admin Fees	11,070	12,000
AMIEU - Tasmania Admin Fees	7,308	8,527
Total cash inflows	18,378	20,527
Cash outflows		
Capitation Fees - AMIEU Federal Council	52,619	41,889
Capitation Fees - Australian Labor Party	5,463	6,374
Affiliation Fees - Trades and Labor Council	5,700	5,700
Affiliation Fees - SA Unions	5,901	5,901
Total cash outflows	69,683	59,864
Note 10 Related party disclosures		
Note 10A: Related party transactions for the reporting period		
The union does not have any related party transaction.		
Note 10B: Key management personnel remuneration for the reporting period		
Short-term employee benefits		
Salary	304,976	288,320
Leave and other entitlements	9,018	11,525
Performance bonus	-	-
Total short-term employee benefits	313,994	299,845

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

	Notes	2016 \$	2015 \$
Note 10B: Key management personnel remuneration for the reporting period (cont.)			
Post-employment benefits:			
Superannuation		32,023	28,417
Total post-employment benefits		32,023	28,417
Other long-term benefits:			
Long-service leave		68,057	84,023
Total other long-term benefits		68,057	84,023
Termination benefits		-	-
Total		414,073	412,285
Note 10C: Transactions with key management personnel and their close family members			
Loans to/from key management personnel			
None		-	-
Other transactions with key management personnel			
None		-	-
Note 11 Auditor's remuneration			
Audit fees		15,000	12,000
Non-audit services		2,050	2,277
Total auditor's remuneration		17,050	14,277

Note 12 Financial Support to or from another reporting entity

The AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH is able to continue as a going concern without the financial support of another reporting unit. It also doesn't provide any financial support to any other reporting unit.

Note 13 Contingent liabilities, assets and commitments

Commitments and contingencies

Operating lease commitments—as lessee

Future minimum rentals receivable under non-cancellable operating leases as at 30 Jun 2016 are as follows:

Within one year	30,000	30,000
After one year but not more than five years	62,500	92,500
After five years	-	-
	92,500	122,500

Operating lease commitments—as lessor

None

Capital commitments

At 30 June 2016, the union does not have any capital commitments.

- -

Finance lease commitments—as lessee

None

- -

Finance leases—lessor

None

- -

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 13 Contingent liabilities, assets and commitments (cont.)

Note 14 Financial instruments

Note 14A - Financial Risk Management - objectives and policies

The union's financial instruments comprise cash and cash equivalents, held to maturity financial investments and liabilities. In addition, the union also has amounts receivable and amounts payable to trade and other creditors.

The main risks arising from the union's financial instruments are credit risk and market price risk and no liquidity risk. The union does not use derivative instruments to manage risks associated with its financial instruments.

The members of committee have overall responsibility for risk management, including risks associated with financial instruments. Risk management policies are established to identify and analyse the risks associated with the union's financial instruments, to set appropriate risk limits and controls and to monitor the risks and adherence to limits. The committee is also responsible for developing and monitoring investment policies.

Note 14B: Categories of financial instruments	Notes	2016	2015
		\$	\$
Financial assets			
<u>Available-for-sale</u>			
Colonial First Choice Account		145,474	141,799
Bond on WA Rental		1,100	1,100
Total other investments	6B	146,574	142,899
<u>Loans and receivables:</u>			
Trade and other receivables	5B	2,617	8,530
Other current assets	5C	44,297	51,840
Total		46,914	60,370
Financial liabilities			
Trade creditors and accruals	7A	8,533	12,726
Other payables	7B	25,477	17,692
Total		34,010	30,418

Note 14C: Net income and expense from financial assets

Other investments

Interest income	3,985	4,563
Fair value gain on available-for-sale financial asset	3,675	9,259
Exchange gains/(loss)	-	-

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

Note 14C: Net income and expense from financial assets	Notes	2016	2015
		\$	\$
Other investments (cont.)			
Impairment		-	-
Gain/loss on disposal		-	-
Net gain/(loss)		<u>7,660</u>	<u>13,822</u>

Note 14D: Credit Risk

Credit risk is the risk of financial loss to the union if a customer or counterparty to a financial instrument fails to meet its contractual obligations.

The carrying amount of the union's financial assets best represents its maximum credit risk exposure. The union's maximum exposure to credit risk at the reporting date was:

Cash & cash equivalents	5A	88,964	52,674
Trade debtors and other receivables	5B	2,617	8,530
Other current assets	5D	-	-
Other investments	6B	146,574	142,899
		<u>238,155</u>	<u>204,103</u>

	2016		2015	
	Gross \$	Impairment \$	Gross \$	Impairment \$
Not past due	-	-	-	-
Past due 0-30 days	2,617	-	8,530	-
Past due 31-120 days	-	-	-	-
Past due 121 days to one year	-	-	-	-
Past due more than 1 year	-	-	-	-
	<u>2,617</u>	<u>-</u>	<u>8,530</u>	<u>-</u>

Note 14E - Liquidity risk

Liquidity risk is the risk that the union will not be able to fund its obligations as they fall due.

The following are the contractual maturities of financial assets and liabilities including estimated interest payments:

At 30 Jun 2016	Carrying amount	< 1 year \$	1- 2 years \$	2- 5 years \$	> 5 years \$	Total \$
Trade creditors & payable	8,533	8,533	-	-	-	8,533
Employee related	18,099	18,099	-	-	-	18,099
Payable to National Office	-	-	-	-	-	-

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

Note 14E - Liquidity risk (cont.)

At 30 Jun 2016	Carrying amount	< 1 year \$	1– 2 years \$	2– 5 years \$	> 5 years \$	Total \$
Other payables	7,378	7,378	-	-	-	7,378
Maturities for financial liabilities	34,010	34,010	-	-	-	34,010
<hr/>						
At 30 Jun 2015	Carrying amount	< 1 year \$	1– 2 years \$	2– 5 years \$	> 5 years \$	Total \$
Trade creditors & payable	12,726	12,726	-	-	-	12,726
Employee related Payable to National Office	11,987	11,987	-	-	-	11,987
Other payables	5,705	5,705	-	-	-	5,705
Maturities for financial liabilities	30,418	30,418	-	-	-	30,418

Note 14F - Market price risk

Market price risk is the risk that changes in market prices such as foreign exchange rates, interest rates and equity prices will affect the union's income or the value of its holdings of financial instruments. The union is exposed to two sources of market price risk – fluctuations in interest rates and fluctuations in the value of its Held to Maturity investments.

Interest rate risk

Interest rate risk refers to the risk that the value of financial instruments or cash flow associated with the instrument will fluctuate due to changes in market interest rates.

The union is exposed to interest rate fluctuations on its cash at bank and cash on deposits. The union actively monitors interest rates for cash at bank and on deposit to maximise interest income.

The following table summarises the interest rate profile of the union's interest bearing financial instruments.

Variable-rate instruments

Cash at bank	5A	88,464	52,174
		<u>88,464</u>	<u>52,174</u>

Sensitivity analysis

The union is not exposed much to variable rate instruments resulting into minimal variation in this regard.

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)
SOUTH & WESTERN AUSTRALIA BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

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

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

Information to be provided to members or General Manager:

(1) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).

Note 16 Business combination

The union has not entered into any business combination during the current reporting period. There is no change to the existing reporting structure of the union.

Note 17 Events after the reporting period

There were no events that occurred after 30 Jun 2016, and/or prior to the signing of the financial statements except the sale of property as reported in Note 6B that would affect the ongoing structure and financial activities of The AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU) SOUTH & WESTERN AUSTRALIA BRANCH.

Note 18 Additional information

The registered office of the union and its principal place of business is:

227 Henley Beach Road
Torrensville
South Australia 5031



8 December 2016

Ms Sharra-Leagh Anderson
Secretary-Treasurer
Australasian Meat Industry Employees Union, SA & WA Branch

Sent via email: admin@sawa.amie.u.asn.au

Dear Ms Anderson,

Lodgement of Financial Report - Reminder to lodge

The Fair Work Commission's (the Commission) records disclose that the financial year of the Australasian Meat Industry Employees Union, SA & WA Branch (the reporting unit) ended on the 30 June 2016.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). The full report must be lodged with the Commission within 14 days of that meeting.

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to orgs@fwc.gov.au. That is the official email address for electronic lodgements of material related to registered organisations matters.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Should you seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Gallichio@fwc.gov.au.

Yours sincerely,



Sam Gallichio

Adviser

Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001
Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au



15 July 2016

Ms Sharra-Leagh Anderson
Secretary-Treasurer
Australasian Meat Industry Employees Union, The-SA & WA Branch
By email: admin@sawa.amieiu.asn.au

Dear Ms Anderson,

**Re: Lodgement of Financial Report - [FR2016/228]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australasian Meat Industry Employees Union, The-SA & WA Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Timelines

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

Loans, grants and donations: our focus this year

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Civil penalties may apply

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

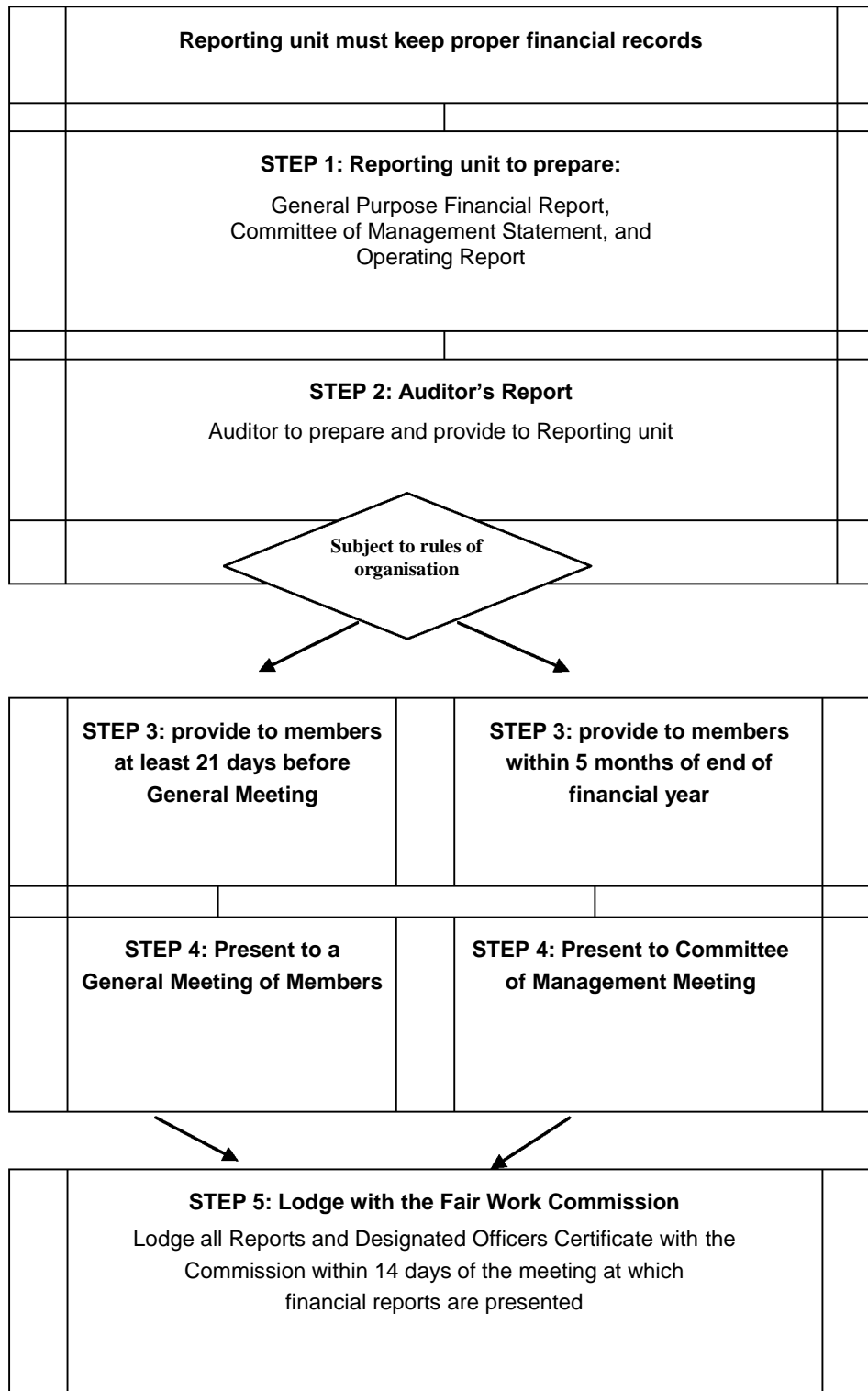


Annastasia Kyriakidis
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:

the amount,

the purpose,

the security (if it is a loan),

the name and address of the person to whom it was made,* and







the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

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

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au