



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: FR2004/549-[007V-WA]

Mr David H Hopperton
Secretary
Australasian Meat Industry Employees Union
Western Australian Branch
GPO Box 8358
PERTH WA 6849

Dear Mr Hopperton

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: **FR2004/549**.

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

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	<i>as soon as practicable after end of financial year</i>
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<i>within a reasonable time of having received the GPFR</i>
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / / /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ / / /	<i>within 6 months of end of financial year</i> <i>within 6 months of end of financial year</i>
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	<i>within 14 days of meeting</i>

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

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
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr David Hopperton
Western Australian Branch Secretary
The Australasian Meat Industry Employees Union
GPO Box 8358
PERTH WA 6849

Dear Mr Hopperton

Financial Return - year ending 30 June 2004 Ref: FR2004/549

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'¹).

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 (GPFR);
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.

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

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

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 GPFRs 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 *Ref: Office/IndRegistry.audit* (Registered under the Workplace Relations Act 1996)

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

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 – Western Australia Branch
Financial return – 30 June 2004

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

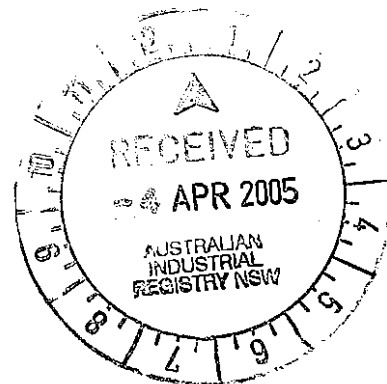
I certify that the copies of the Auditor's report, Accounts and Statements of the Australasian Meat Industry Employees' Union (Western Australia Branch) for the year ended 30th June 2004 are copies of the financial documents that have been presented to members and to the WA Branch Committee of Management on 18 December 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
Accounting Officer for WA Branch

Enc

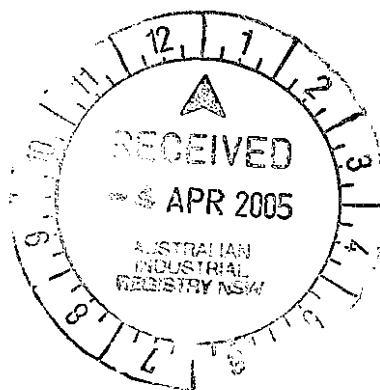


FINANCIAL STATEMENTS

OF

THE AUSTRALASIAN MEAT
INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

For the Year Ended 30 June 2004



THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, GENEVE HODGES and DAVID HOPPERTON, being two Members of the Branch Committee of the Australasian Meat Industry Employees' Union, Western Australian Branch, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, and dated 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: G. A. Z. Hodges.
Member of Committee


Member of Committee

DATED: 18/12/04
WESTERN AUSTRALIA

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

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.

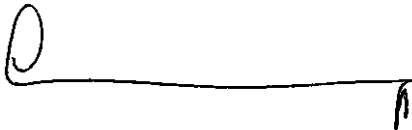
The concise report has been derived from the full report and cannot be expected to provide as full an understanding as the full report.

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 3 to 4, 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

30/3/05

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

CONCISE FINANCIAL ACCOUNTS

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION
As at 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>CURRENT ASSETS</u>		
Cash	39,160	21,422
Receivables	2,136	--
Investments	121,918	88,700
Other	--	6,364
	<u>163,214</u>	<u>116,486</u>
<u>TOTAL CURRENT ASSETS</u>		
<u>NON-CURRENT ASSETS</u>		
Property, Plant and Equipment	24,785	32,278
	<u>24,785</u>	<u>32,278</u>
<u>TOTAL NON-CURRENT ASSETS</u>		
<u>TOTAL ASSETS</u>	<u>187,999</u>	<u>148,764</u>
<u>CURRENT LIABILITIES</u>		
Creditors and Borrowings	19,753	26,223
Provisions	69,995	73,627
	<u>89,748</u>	<u>99,850</u>
<u>TOTAL CURRENT LIABILITIES</u>		
<u>NON-CURRENT LIABILITIES</u>		
Creditors and Borrowings	--	2,917
	<u>--</u>	<u>2,917</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>		
<u>TOTAL LIABILITIES</u>	<u>89,748</u>	<u>102,767</u>
<u>NET ASSETS</u>	<u>\$98,251</u>	<u>\$45,997</u>
<u>ACCUMULATED FUNDS</u>		
Accumulated Surplus	98,251	45,997
	<u>98,251</u>	<u>45,997</u>
<u>TOTAL ACCUMULATED FUNDS</u>	<u>\$98,251</u>	<u>\$45,997</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

CONCISE FINANCIAL ACCOUNTS

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

	2004
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from members	328,198
Operating receipts	17,497
Payments to suppliers and employees	(289,340)
Interest received	<u>2,518</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	5(b) <u>58,873</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Payment for Investments	<u>33,218</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(33,218)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of Borrowings	<u>7,917</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(7,917)</u>
NET INCREASE/(DECREASE) IN CASH HELD	<u>17,738</u>
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>21,422</u>
CASH AT THE END OF THE FINANCIAL YEAR	5(a) <u><u>\$39,160</u></u>

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
Revenue from Ordinary Activities	<u>348,213</u>	<u>299,872</u>
Audit Fees	4,530	3,555
Commission & Collection	7,829	6,483
Depreciation	7,493	8,543
Employee Expenses	150,971	158,212
Insurance – Member benefits	10,116	9,404
Other Expenses from Ordinary Activities	<u>115,019</u>	<u>107,589</u>
	<u>295,958</u>	<u>293,786</u>
SURPLUS FROM ORDINARY ACTIVITIES		
<u>TOTAL CHANGES IN ACCUMULATED FUNDS</u>	<u>\$52,255</u>	<u>\$6,086</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL POSITION
As at 30 June 2004

	NOTE	30 Jun 2004 \$	30 Jun 2003 \$
<u>CURRENT ASSETS</u>			
Cash	2	39,160	21,422
Receivables	3	2,136	--
Investments	4	121,918	88,700
Other	5	<u> --</u>	<u> 6,364</u>
<u>TOTAL CURRENT ASSETS</u>		<u> 163,214</u>	<u> 116,486</u>
<u>NON-CURRENT ASSETS</u>			
Property, Plant and Equipment	6	<u> 24,785</u>	<u> 32,278</u>
<u>TOTAL NON-CURRENT ASSETS</u>		<u> 24,785</u>	<u> 32,278</u>
<u>TOTAL ASSETS</u>		<u> 187,999</u>	<u> 148,764</u>
<u>CURRENT LIABILITIES</u>			
Creditors and Borrowings	7	19,753	26,223
Provisions	8	<u> 69,995</u>	<u> 73,627</u>
<u>TOTAL CURRENT LIABILITIES</u>		<u> 89,748</u>	<u> 99,850</u>
<u>NON-CURRENT LIABILITIES</u>			
Creditors and Borrowings	9	<u> --</u>	<u> 2,917</u>
<u>TOTAL NON-CURRENT LIABILITIES</u>		<u> --</u>	<u> 2,917</u>
<u>TOTAL LIABILITIES</u>		<u> 89,748</u>	<u> 103,181</u>
<u>NET ASSETS</u>		<u> \$98,251</u>	<u> \$45,997</u>
 <u>ACCUMULATED FUNDS</u>			
Accumulated Surplus	10	<u> 98,251</u>	<u> 45,997</u>
<u>TOTAL ACCUMULATED FUNDS</u>		<u> \$98,251</u>	<u> \$45,997</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30 June 2004

	30 Jun 2004	30 Jun 2003
	\$	\$
<u>INCOME</u>		
Members Contributions	328,198	295,775
Interest Received	2,518	2,768
Depreciation Recouped	--	254
Other Income	<u>17,497</u>	<u>1,075</u>
<u>TOTAL INCOME</u>	<u>348,213</u>	<u>299,872</u>
<u>LESS EXPENDITURE</u>		
Affiliation & Sustentation Fees	6,577	6,892
Capitation Fees – Federal Office	14,727	--
Audit, Accounting & Prof Fee	4,530	3,555
Bank Fees, State & Federal Taxes	1,437	1,385
Commission & Collection Exes	7,829	6,483
Computer Expenses	6,504	6,342
Meeting & Entertainment Expenses	1,398	1,805
Depreciation of Plant & Vehicles	7,493	8,543
Fringe Benefits Tax	3,282	4,167
Insurance - General	1,211	877
Insurance - Journey Travel	10,116	9,404
Legal Expenses	772	2,747
Office Services Fee - SA	20,045	18,375
Motor Vehicle Expenses	20,948	18,948
Postage	2,887	4,790
Printing and Stationery	9,323	6,230
Subs, Public & Journal	1,609	1,505
Repairs and Maintenance	205	1,378
Provision for Employee Leave & Loss of Office	(3,632)	9,377
Salaries - Officials	91,122	87,738
Salaries - Staff	37,279	34,625
Office Rent & Occupancy Costs	6,780	7,985
Superannuation	21,030	20,470
Sundry Expenses	1,949	4,390
Telephone	12,360	17,066
Travel and Accommodation	6,287	6,874
Workers Comp. Insurance	<u>1,890</u>	<u>1,835</u>
<u>TOTAL EXPENDITURE</u>	<u>295,958</u>	<u>293,786</u>
<u>SURPLUS AT END OF PERIOD</u>	<u>\$52,255</u>	<u>\$6,086</u>

TO BE READ IN CONJUNCTION WITH THE AUDITORS' REPORT & NOTES TO A/CS

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004

	2004
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from members	328,198
Operating receipts	17,497
Payments to suppliers and employees	(289,340)
Interest received	<u>2,518</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	5(b) <u>58,873</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Payment for Investments	33,218
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(33,218)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of Borrowings	7,917
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(7,917)</u>
NET INCREASE/(DECREASE) IN CASH HELD	<u>17,738</u>
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>21,422</u>
CASH AT THE END OF THE FINANCIAL YEAR	5(a) <u><u>\$39,160</u></u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

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	2003
	\$	\$
Cash on Hand	250	250
Cash at Bank – General A/C	<u>38,910</u>	<u>21,172</u>
	<u><u>\$39,160</u></u>	<u><u>\$21,422</u></u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

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	52,255	
<i>Non-Cash flows in profit from ordinary activities:</i>		
- Depreciation	7,493	
<i>Change in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	(2,136)	
Decrease/(Increase) in Prepayments	6,364	
(Decrease)/Increase in Payables	(1,471)	
Increase/(Decrease) in Provisions	<u>(3,632)</u>	
Cash Flows from Operations		<u>\$58,873</u>

NOTE 3. RECEIVABLES

	2004	2003
	\$	\$
Accounts Receivable	<u>\$2,136</u>	<u>--</u>

NOTE 4. INVESTMENTS

Commonwealth Bank Investment	78,014	75,700
Esanda Debenture Stock	30,904	--
Others	<u>13,000</u>	<u>13,000</u>
	<u>\$121,918</u>	<u>\$88,700</u>

NOTE 5. OTHERS

Prepaid Expenses	<u>--</u>	<u>\$6,364</u>
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NOTE 6. PROPERTY, PLANT & EQUIPMENT

Plant & Equipment at Valuation	17,569	17,569
Less Accumulated Depreciation	<u>(14,087)</u>	<u>(12,801)</u>
	<u>3,482</u>	<u>4,768</u>
Motor Vehicles at Cost	42,400	42,400
Less Accumulated Depreciation	<u>(21,097)</u>	<u>(14,890)</u>
	<u>21,303</u>	<u>27,510</u>
TOTAL FIXED ASSETS	<u>\$24,785</u>	<u>\$32,278</u>

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

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

NOTE 7. CREDITORS & BORROWINGS

	2004	2003
	\$	\$
Accounts Payable	19,753	21,223
Loan – Ford Credit Ltd	<u>–</u>	<u>5,000</u>
	<u>\$19,753</u>	<u>\$26,223</u>

NOTE 8. PROVISIONS

Provision for Long Service Leave	18,157	27,506
Provision for Annual Leave & other Entitlements	8,042	6,957
Provision for Loss of Office	<u>43,796</u>	<u>39,164</u>
	<u>69,995</u>	<u>73,627</u>

NOTE 9. CREDITORS & BORROWINGS

Loan – Ford Credit Ltd	<u>–</u>	<u>\$2,917</u>
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NOTE 10. RETAINED SURPLUS

Accumulated Surplus	<u>\$98,251</u>	<u>\$45,997</u>
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NOTE 11. 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
WESTERN AUSTRALIAN BRANCH

BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, GENEVE HODGES and DAVID HOPPERTON, being two Members of the Branch Committee of the Australasian Meat Industry Employees' Union, Western Australian Branch, declare on behalf of the Committee and in accordance with a resolution passed by the Committee, and dated 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:

G. A. Z. Hodges
Member of Committee

[Signature]
Member of Committee

DATED:

18/12/04
WESTERN AUSTRALIA

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH

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, Western 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 30/3/05
ADELAIDE:

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



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
South Australian Branch

ABN: 44 210 953 242
Ref: Office/IndRegistry.audit wd (Registered under the Workplace Relations Act 1996)

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

6 April 2005

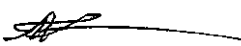
Attention: Belinda Penna
Deputy Industrial Registrar
Australian Industrial Registry
Level 8 Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Belinda

Re: Australasian Meat Industry Employees Union – Western Australia Branch
Financial return – 30 June 2004

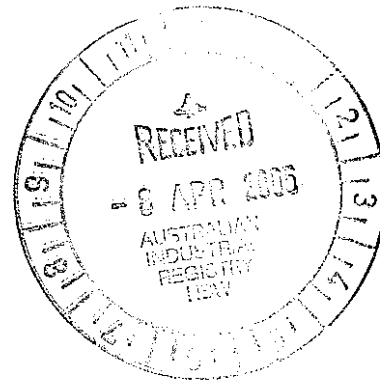
Further to your phone call, please find attached the missing "Operating Report".

Yours faithfully


Graham Smith

per Accounting Officer for WA Branch

Enc



THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION
WESTERN AUSTRALIAN BRANCH
ABN: 28 342 064 803

OPERATING REPORT

Your committee members submit the financial report of the Australasian Meat Industry Employees' Union, Western Australian 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:

Gen Hodges

Bill Williams

John DaSilva

Ross Clifford (resigned 27/3/04)

David Hopperton (resigned 24/1/05)

Aklie Laurie (resigned 13/12/04)

Graeme Haynes

Peter Legg

Eddie Bamforth

Lennie Yozzie

Alan Voice

Ann Gunning

Sandie Worsfold

Russell Keep

Heather Thomson

Carol Clark

Terrie Kelly

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

Operating Result

The surplus from ordinary activities after providing for income tax amounted to \$52,255.

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 of 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 3 employees at year end.

The number of members at 30th June 2004 was 2,064

Details of right of members to resign

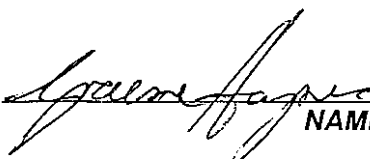
In accordance with Rule 7 of the rules of the Australasian Meat Industry Employees Union.

Details of Superannuation Trustees

N/A

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

Designated Officer:


NAME

Dated this

15 FEB 2005

McKERRROW, Peter

From: Graham Smith [grahamsmith@internode.on.net]
Sent: Thursday, 14 April 2005 11:50 AM
To: peter.mckerrrow@air.gov.au
Subject: AMIEU WA accounts 2004

Peter,

The WA branch accounts were prepared by an independant auditor and presented to the first meeting of the Committee of Management in 2003. The auditors report was then to go back to the auditor to sign but due to an oversight was overlooked.

The accounts, operating report and unsigned auditors report were then sent out to the membership via post in February 2005.

The second meeting was held in March 2005 (after the 21 day period) and the accounts adopted by the membership.

At this point we noticed that the auditor had not signed the report and we immediately went back to have her sign it, which is why the report is post meeting.

It is however, guaranteed that the unsigned report did go out to the membership along with the accounts and operating report.

We apologise for the oversight in that nobody picked up that the report had not been signed until we went to send them to the registry and assure you that we will take steps to ensure that this does not reoccur.

I hope that this satisfies the requirements.

Graham Smith
Secretary SA Branch
Administration for the WA Branch



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
Accounting Officer for WA Branch
Australasian Meat Employees' Union
3rd Floor
11 South Terrace
ADELAIDE SA 5000

Dear Mr Smith

AMIEU WA Branch - Financial Return for year ending 30 June 2004 (FR2004/549)

I refer to our phone conversation of 13 April in which I sought your comments on the apparent difference between the dates on which you certified the Branch financial documents were provided to members and presented to the committee of management, and the dates on those documents themselves.

In particular, the documents lodged in the Registry on 4 April 2005 and the copy of the operating report lodged on 8 April 2005 bear the following dates:

- Committee of Management Certificate - dated 18 December 2004
- Statement by Auditor on Concise Financial Report under s265(3) of the RAO Schedule - dated 30 March 2005
- Auditor's Report on Branch's General Purpose Financial Report (GPFR) - dated 30 March 2005
- Operating Report - dated 15 February 2005

In your letter of 4 April 2005 you certified that copies of the Auditor's report, accounts and statements were presented to members on 18 December 2004 and to a "second meeting" on 12 March 2005

From the dates of the auditor's report and the auditor's statement on the concise report, copies of these documents could not have been provided to members and presented to a meeting at the times specified.

In response you have advised by email on 14 April 2005 that the accounts and operating report were provided to members in February 2005 together with an unsigned and undated auditor's report. Following a period of at least 21 days, these documents were then presented to a general meeting of the Branch in March 2005.

You indicated that when the Branch became aware that an unsigned and undated auditor's report had been provided, you arranged with the auditor to sign and date the auditor's report.

You also indicated that although the members have received an unsigned copy of the auditor's report, the only difference between it and the report dated 30 March 2005 is the absence of a date and signature on the report provided to the members.

As you acknowledge in your email, unsigned and undated versions of an auditor's report should not be distributed to members. Branch members are entitled to receive a signed and dated report so they may be satisfied of its relevance and authenticity.

On the basis that the members of the Branch have received a copy of the auditor's report, albeit unsigned, and the general purpose financial report and operating report, and that they have had

the opportunity of discussing them at the meeting to which they were presented, the Registry is prepared to accept lodgement.

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. Please ensure it is included in future.

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.

I would be grateful if you would bring this correspondence to the attention of the Branch Committee of Management.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter McKerrow', written in a cursive style.

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