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

Ref: FR2006/495-[007V-WA]

Mr Graeme Haynes Branch Secretary Australasian Meat Industry Employees Union Western Australian Branch PO Box 8358 PERTH WA 6849

Dear Mr Hopperton

Financial Return - year ending 30 June, 2006

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

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

Information on AIRC Website

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

We have attached a <u>Timeline/Planner</u> (Attachment A) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a <u>Document Checklist</u> (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 <u>as soon as practicable</u> after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

- General Purpose Financial Report this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:
 - (a) Financial Statements containing:
 - a profit and loss statement, or other operating statement; and
 - · a balance sheet; and
 - · a statement of cash flows; and
 - any other statements required by the Australian Accounting Standards;
 and
 - (b) Notes to the Financial Statements containing:
 - notes required by the Australian Accounting Standards; and
 - information required by the Industrial Registrar's Reporting Guidelines under section 255 including disclosures related to any recovery of wages activity; and
 - (c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.
- 2. **Operating Report** this report includes a review of your <u>reporting unit's</u> principal activities for the year and other specified information.

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

3. an Auditor's Report.

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

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

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

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

Complying with time limits

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

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

Extensions of Time

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

Contact the Registry

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

Yours sincerely

For Deputy Industrial Registrar...

Brinds Penns

1 August, 2006

4 of 4



THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION (AMIEU)

Industrial Union Of Workers, Perth

1A/288 GREAT EASTERN HIGHWAY ASCOT, WESTERN AUSTRALIA 6104 P.O. BOX 479 BELMONT W.A. 6984

> Telephone: (08) 9479 6029 Facsimile: (08) 9479 6308 Email: wameat@iinet.net.au Website: http://wa.amieu.asn.au Secretary, Graeme Haynes

Australian Industrial Registry Level 8, Terrace Towers 80 William Street East Sydney NSW 2011

15/1/07

Dear Registrar

Re: Financial Return year ending 30/6/2006 - Western Australian Branch

Please find the enclosed report together with Secretary's Certificate. Please do not hesitate to contact the undersigned should you have any queries in relation to this matter.

Yours sincerely

For and on behalf of the AMIEU

John Da Silva

Branch Vice President



SECRETARY'S CERTIFICATE

I, Graeme Haynes, Branch Secretary, certify that the copies of the Auditor's Report, accounts and statements to the AMIEU Western Australian Branch for the year ended 30 June 2006, as lodged in the Industrial Registry are copies of the documents that were presented to the Branch Committee of Management held on 9 December 2006 and were subsequently published on this Branch's website from 13 December 2006, and at a meeting of the State Executive held on 30 December 2006.

(Signed)_{_}

Graeme Haynes

WA BRANCH SECRETARY

Australasian Meat Industry Employees' Union

(Date) 30 Dec 200 5



FINANCIAL STATEMENTS

OF

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION WESTERN AUSTRALIAN BRANCH

For the Year Ended 30 June 2006



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 2006.

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:

Bill Williams (resigned March 2006)

Graeme Havnes

Eddie Bamforth (resigned October 2006)

Alan Voice

Sandie Worsfold

Heather Thomson

Terrie Kelly (resigned July 2006)

Craig Painter

Karen McLellan (resigned February 2006)

Mark Hatcher

John DaSilva

Peter Lega

Lennie Yozzi

Ann Gunning

Russell Keep

Carol Clark (resigned January 2006)

Geneve Hodges

Richard Baker (resigned November 2006)

Brian Rafferty

Steven Mawdesley

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

Operating Result

The surplus from ordinary activities after providing for income tax amounted to \$22 376.

Review of Operations

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

Significant Changes

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

Principal Activities

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

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the entity, the results of those operations, or the state of affairs of the entity in future financial years.

Union Details

The union had 3 employees at year end. The number of members at 30th June 2006 was 1441

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.

Dated this

BRANCH COMMITTEE OF MANAGEMENT'S CERTIFICATE

I Grave Hayres being a member of the Committee of Management of the Australian Meat Industry Employees' Union Western Australian Branch declare on behalf of the Committee and in accordance with a resolution passed by the Committee in relation to the general purpose Financial Report (GPFR) of the reporting unit for the Financial year ended 30 June 2006, that:

- a) the Financial Statements and notes comply with the Australian Accounting and Reporting Standards Applicable in Australia;
- b) the financial Statements and notes comply with the reporting guidelines of the Industrial Register;
- c) the Financial Statements and notes give a true and fair view of the Balance Sheet, Income Statement, Statement of Changes in Equity 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
- the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
- the financial records of the reporting unit have been kept and maintained in accordance with the RAO schedules and the RAO regulations; and
- iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the 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 reports made by the Commission under section 273 of the RAO schedule.

Signed in accordance with a resolution passed by the Committee

dated ///2/

DATE

Décember 2006

INDEPENDENT AUDITORS REPORT

Scope

The Financial report & Branch Committee Responsibility

We have audited the accompanying general purpose financial report of the Australian Meat Industry Employees' Union Western Australia Branch for the year ended 30 June 2006 comprising Balance Sheet, Income Statement, Statement of Changes in Equity, Cash Flow Statement and notes to the Financial Statements.

The Branch Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. This includes responsibility for the maintenance of adequate accounting records & internal controls that are designed to prevent & detect fraud and error, and for the accounting policies and estimates inherent in the Financial Report.

Audit Approach

We conducted an Independent audit in order to express an opinion to the members of the Branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the Financial Report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the Financial Report presents fairly, in accordance with the Industrial Relations Act, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of it's performance as represented by the results of the operations and cash flows.

We formed our Audit Opinion on the basis of these procedures, which included:

- Examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- Assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion-

- a) the financial report is properly drawn up so as to give a true and fair view of the financial position of the Branch as at 30 June 2006 and its performance for the year ended on that date; and
- b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards

Signed at Adelaide this 15 day of December, 2006

JH Doyle & Co 176 Morphett Street ADELAIDE SA 5000

C. Wellington FCPA Registered Company Auditor

BALANCE SHEET As at 30 June 2006

	NOTE	30 Jun 2006 \$	30 Jun 2005 \$
CURRENT ASSETS Cash Receivables	2	64,949 4,136	62,926
Investments	3	116,202	<u>114,488</u>
TOTAL CURRENT ASSETS		185,287	177,414
NON-CURRENT ASSETS Property, Plant and Equipment	4	<u>55,765</u>	<u>35,026</u>
TOTAL NON-CURRENT ASSETS		55,765	35,026
TOTAL ASSETS		241,052	212,440
CURRENT LIABILITIES Creditors and Borrowings Provisions	5 6	25,161 60,111	26,113 52,923
TOTAL CURRENT LIABILITIES		85,272	79,036
TOTAL LIABILITIES		85,272	79,036
NET ASSETS	-	<u>\$155,780</u>	<u>\$133,404</u>
EQUITY Accumulated Surplus		155,780	133,404
TOTAL EQUITY		<u>155,780</u>	133,404
STATEMENT OF CHANGES IN EQUITY			
FOR THE YEAR ENDED 30 TH JUNE 2006			
Opening Balance		133,404	98,251
Accumulated Surplus for the Year		22,376	<u>35,153</u>
Closing Balance		<u>155,780</u>	<u>133,404</u>

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

INCOME STATEMENTFor the Year Ended 30 June 2006

	30 Jun 2006 \$	30 Jun 2005 \$
INCOME	•	•
Members Contributions	330,609	349,425
Interest Received	6,655	7,757
Other Income	63	2,098
TOTAL INCOME	337,327_	359,280
LESS EXPENDITURE		
Affiliation – ALP & Unions WA	7,208	6,821
Capitation Fees - Federal Office	15,753	15,712
Audit Fees	6,595	6,975
Bank Fees, State & Federal Taxes	2,625	1,881
Campaign Expenses	4,341	
Commission & Collection Exes	8,692	8,963
Computer Expenses	2,525	3,143
Meeting & Entertainment Expenses	1,873	2,796
Depreciation & Loss on Sales	10,852	10,963
Fringe Benefits Tax - Elected Officers	3,877	8,687
Insurance - General	1,598	1,344
Insurance - Journey Travel	11,100	10,201
Legal Expenses	701	3,287
Office Services Fee - SA	19,855	19,091
Motor Vehicle Expenses	20,357	21,847
Postage	2,376	4,451
Printing and Stationery	7,173	10,678
Subs, Public & Journal	991	2,022
Provision for Employee Leave & Loss of Office	7,188	(4,831)
Salaries - Elected Officers	126,228	134,686
Office Rent & Occupancy Costs	7,607	6,533
Superannuation - Elected Officers	27,478	25,865
Sundry Expenses	622	1,955
Telephone	9,131	10,972
Travel and Accommodation	6,994	8,611
Workers Comp. Insurance	1,210	1,474
TOTAL EXPENDITURE	314,950	324,127
SURPLUS FOR THE YEAR	22,376	35,153

STATEMENT OF CASH FLOWS For the Year Ended 30 June 2006

		2006 \$	2005 \$
CASH FLOWS FROM OPERATING ACTIVITIES		•	•
Receipts from members Operating receipts Payments to suppliers and employees Interest received NET CASH PROVIDED BY OPERATING ACTIVITIES	2(b)	330,609 63 (301999) <u>6,655</u> 35,328	349,425 2,098 (321,740) 7,757
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from Investments,sale of assets Payment for Fixed Assets		3,000 36,305	7,430 <u>(21,204)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		(33,305	(13,774)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of Borrowings			
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES			
NET INCREASE/(DECREASE) IN CASH HELD		2,023	23,766
CASH AT THE BEGINNING OF THE FINANCIAL YEAR		62,926	39,160
CASH AT THE END OF THE FINANCIAL YEAR	2(a)	\$64,949	<u>\$62,926</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2006

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES & IN ACCORD WITH THE WORKPLACE RELATIONS ACT 1996

 This financial report is a general purpose financial report that has been prepared in accordance with Financial Accounting & Reporting Standards, and the Workplace Relations Act 1996.

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

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Contributions from members have been brought to account on a cash basis. All other income and expenditure of the Branch has been brought to account on an accrual basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

- (b) Provisions for Accrued Annual Leave and Long Service Leave
 Provision for Employee Benefits in the form of Accrued Annual Leave, Accrued
 Long Service Leave and other Leave have been made for the estimated accrued
 entitlements of all employees on the basis of their terms of employment.
 In the case of Long Service Leave, the accrual has been measured by reference
 - In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates. ie the provisions have been measured at their nominal amount.

(c) Income Tax

No Provision has been made in the accounts for income tax on the basis that the branch is exempt under section 50-15 of the income tax assessment Act 1997

(d) Property, Plant & Equipment

Each class of property, plant and equipment is carried at historical cost less, where applicable any accumulated depreciation. Rates used are:

Office Furniture & Equipment

Varying Rates, using both prime cost and

diminishing value methods

Motor Vehicles

18.75% & 22.5% Diminishing Value

2. WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which reads

- (1) A member of a reporting unit, or a registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub section (1).

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2006

NOTE 2.	CASH FLOW INFORMATION	2006 \$	2005 \$
(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:		, ,
	Cash on Hand Cash at Bank – General A/C	250 <u>64,699</u>	250 <u>62,676</u>
		64,949	64,926
(b)	Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
	Profit/(Loss) from Ordinary Activities	22,376	35,153
	Non-Cash flows in profit from ordinary activities: - Depreciation - Loss on Disposal Fixed Assets Change in Assets and Liabilities: Decrease/(Increase) in Receivables (Decrease)/Increase in Payables	10,695 157 (4,136) (952)	9,101 1,862 2,136 6,360
	Increase/(Decrease) in Provisions	7,188	(17,072)
	Cash Flows from Operations	35,328	<u>37,540</u>
NOTE 3.	INVESTMENTS		
	Esanda Debenture Stock Others	116,202	109,988 <u>4,500</u>
		116,202	114,488

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd) For the Year Ended 30 June 2006

NOTE 4.	PROPERTY, PLANT & EQUIPMENT	2006 \$	2005 \$
	Plant & Equipment at Cost Less Accumulated Depreciation	24,751 <u>18,591</u> 6,160	22,387 15,671 6,716
-	Motor Vehicles at Cost Less Accumulated Depreciation	71,786 22,181 49,606	46,059 17,749 28,310
	TOTAL FIXED ASSETS	55,765	35,026
NOTE 5.	CREDITORS & BORROWINGS		
	CURRENT Accounts Payable	<u> 25,161</u>	26113
NOTE 6.	PROVISIONS RE ELECTED OFFICERS Provision for Long Service Leave Other Entitlements Provision for Loss of Office	16,405 43,706	10,247 8,251 <u>34,425</u>
NOTE 7.	REPORTABLE FRINGE BENEFITS Elected Officers	\$60,111 \$14980	\$52923 13772
NOTE 8.	SEGMENT REPORTING The Branch operates as a trade union and pro	ovides employee	e support to

members.

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT



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 John Da Silva Secretary, Western Australian Branch, The Australasian Meat Industry Employees Union PO Box 479 BELMONT WA 6984

Dear Mr Da Silva

Re: Lodgement of Financial Statements and Accounts – The Australasian Meat Industry Employees Union, Western Australian Branch – for year ending 30 June 2006 (FR2006/495)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 19 January 2007.

The legislative requirements have been met and the documents have been filed.

Yours sincerely,

Stephen Kellett

Statutory Services Branch

12 March 2007