



30 January 2002

**Australian & International Pilots Association**  
Level 1, 12 Lord Street Botany NSW 2019  
Locked Bag 747 Botany NSW 1455  
Tel + 61 2 9700 0777 Fax + 61 2 9700 0999  
office@aipa.org.au  
www.aipa.org.au  
ABN 30 006 191 853

**EXPRESS POST**

Mr Andrew Schultz  
Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

1271  
FR 2002/757  
Our ref: A39-0014

Dear Mr Schultz,

**Financial Documents for year ended 30 June 2002  
for the Australian and International Pilots Association ("the Association")**

Pursuant to section 280(1) of the *Workplace Relations Act 1996*, I enclose the following:

1. A bound copy of the Association's Financial Accounts for the year ended 30 June 2002, incorporating the following:
  - 1.1 Certificate by the principal accounting officer of the Association, dated 11 September 2002;
  - 1.2 Certificate of the Committee of Management dated 11 September 2002;
  - 1.3 The report of the auditors, Adam Barnes & Co. dated 11 September 2002.
2. Certificate by the Secretary of the Association dated 10 December 2002 and the resolution of the Association's Committee of Management dated 10 December 2002, formally adopting the financial accounts.

Yours sincerely,

**Alana Starke**  
Legal Counsel & IR Manager

Encls.





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**CERTIFICATE OF THE SECRETARY OF THE ORGANISATION  
PURSUANT TO SECTION 280(1) OF THE WORKPLACE RELATIONS ACT  
1996 REGARDING THE PROVISION OF AUDITOR'S REPORT  
AND AUDITED ACCOUNTS TO MEMBERS  
AND PRESENTATION TO MEETINGS**

Pursuant to section 280(1) of the Workplace Relations Act 1996 ("the Act"), I, **ANDREW TAYLOR**, being the Secretary of the Australian and International Pilots Association ("the Organisation"), **HEREBY CERTIFY** that the attached documents lodged in the Industrial Registry are copies of the documents provided to members of the Organisation pursuant to section 279(1) of the Act and presented to a general meeting of members of the Organisation pursuant to section 279(6) of the Act on 11 November 2002 and further presented to a meeting of the Committee of Management on 10 December 2002.

**DATED** 10<sup>th</sup> day of December 2002

  
\_\_\_\_\_  
Andrew Taylor  
Secretary  
Australian and International Pilots Association

Dated: / <sup>th</sup> December 2002

**aipa**

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## COM RESOLUTION REGARDING ADOPTION OF ACCOUNTS

**BE IT RESOLVED** that the audited financial statements for the Australian and International Pilots Association for the year ended 30 June 2002 be adopted on behalf of the members of the Association in accordance with section 279 of the *Workplace Relations Act 1996*.

Carried unanimously

Dated: <sup>12</sup>10 December 2002

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**FINANCIAL ACCOUNTS**

**For the Year Ended 30 June 2002**

**Adam, Barnes & Company  
Accountants**

Crows Nest  
9439 8455

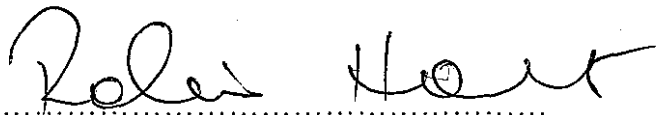
# AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION

## Statement of the Principal Accounting Officer

I, Robin Holt, being the officer responsible for keeping the accounting records of the Association, certify that as at 30 June 2002 the number of members of the Association was 2,102, consisting of 2,030 Pilots and 72 Flight Engineers.

In my opinion:

- (i) The attached Accounts show a true and fair view of the financial affairs of the Association as at 30 June 2002;
- (ii) A record has been kept of all monies so paid by, or collected from, members of the Association and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Association;
- (iii) Before any expenditure was incurred by the Association approval of the incurring of the expenditure was obtained in accordance with the rules of the Association;
- (iv) No payments were made out of funds or accounts operated by the Association in respect of compulsory levies raised by the Association or voluntary contributions collected from Members of the Association or other funds, the operation of which is required by the rules of the Association for a purpose other than the purpose for which the fund was operated;
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Association, were made to persons holding office in the Association;
- (vi) The register of Members of the Association was maintained in accordance with the Workplace Relations Act 1996.



ROBIN HOLT

Date: 11<sup>th</sup> September 2002.

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**WORK PLACE RELATIONS ACT 1996**

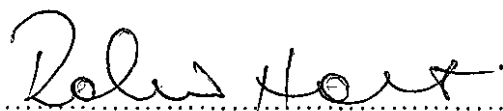
**Certificate of Committee of Management**

In accordance with a resolution of the Committee of Management of the Australian International Pilots Association, we state that in the opinion of the Committee:

- (i) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30 June 2002;
- (ii) The accompanying Statement of Income and Expenditure is drawn up so as to give a true and fair view of the result of the Association for the year ended 30 June 2002;
- (iii) Meetings of the Committee were held in accordance with the rules of the Association;
- (iv) To the knowledge and belief of the Committee there have been, during the financial year to which the Accounts relate, no instances where records of the Organisation or other documents (not being documents containing information made available to a Member under subsection 274(2) of the Act) or copies of those records or other documents, or copies of the Rules of the Organisation, that have not been made available to Members in accordance with the Act, Regulations or the Rules as the case may be.
- (v) The Association has, in relation to the Auditors' Report, the accounts and statements in respect of the immediately preceding period, complied with the provisions of subsections (1) and (6) of the Act.

Signed on behalf of the Committee of Management.

  
.....  
**GARRY DUGGAN**

  
.....  
**ROBIN HOLT**

Date: 11<sup>th</sup> September 2002

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Auditors' Report to the Members**

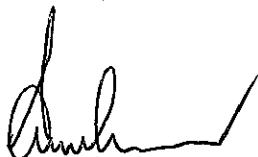
To the members of the Australian and International Pilots Association:-

We have inspected and audited the accounting records kept by the Association in respect of the year ended 30 June 2002 and have received all the information and explanations we required for the purposes of our audit.

In our opinion:-

- (i) there were kept by the Association in respect of the year, satisfactory accounting records detailing the sources and nature of income of the Association (including income from members) and the nature and purposes of expenditure.
- (ii) the attached accounts and statements set out in pages 1 to 10, prepared under the historical cost convention are properly drawn up so as to give a true and fair view of:-
  - (a) the financial affairs of the Association as at 30 June 2002;
  - (b) the income and expenditure and profit of the Association for the year ended on that date.

**ADAM, BARNES & COMPANY**



**F A ADAM  
REGISTERED AUDITOR  
CROWS NEST**

Date: 11 September 2002

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Balance Sheet as at 30 June 2002**

		2002	2001
		\$	\$
	NOTE		
<b>CURRENT ASSETS</b>			
Cash	3	2,853,503	2,438,966
Receivables	4	606,206	413,228
Prepayments		<u>-</u>	<u>4,044</u>
<b>TOTAL CURRENT ASSETS</b>		<u><u>3,459,709</u></u>	<u><u>2,856,238</u></u>
<b>NON-CURRENT ASSETS</b>			
Plant, Fittings and Equipment	5	78,996	96,423
Motor Vehicles	6	26,061	33,627
Leasehold Improvements	7	<u>3,020</u>	<u>6,092</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u><u>108,077</u></u>	<u><u>136,142</u></u>
<b>TOTAL ASSETS</b>		<u><u>3,567,786</u></u>	<u><u>2,992,380</u></u>
<b>CURRENT LIABILITIES</b>			
Creditors and Borrowings	8	108,405	91,184
Provisions	9	<u>95,822</u>	<u>60,010</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><u>204,227</u></u>	<u><u>151,194</u></u>
<b>NET ASSETS</b>		<u><u>3,363,559</u></u>	<u><u>2,841,186</u></u>
<b>ACCUMULATED FUNDS</b>			
Opening Balance		2,841,186	2,331,252
Surplus for the Year		<u>522,373</u>	<u>509,934</u>
		<u><u>3,363,559</u></u>	<u><u>2,841,186</u></u>

This balance sheet is to be read in conjunction with the notes to and forming parts of the accounts.



# AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION

## Statement of Income and Expenditure for the Year Ended 30 June 2002

	2002	2001
	\$	\$
<b>INCOME</b>		
Members' Contributions	2,231,216	2,004,597
Less: Collection Fees	110,010	105,680
	<u>2,121,206</u>	<u>1,898,917</u>
Interest Received	103,058	133,138
Joining Fees	3,114	3,732
Advertising Revenue	13,195	1,591
	<u>2,240,573</u>	<u>2,037,378</u>
 <b>Less: EXPENDITURE</b>		
Accountancy	5,000	5,730
Audit Fees	15,000	15,000
Depreciation	89,995	78,969
Legal Fees and Litigation Costs	7,315	58,091
Loss on disposal of Fixed Assets	-	5,274
Provision for Annual Leave	12,702	1,081
Provision for Long Service Leave	23,110	-
Salaries - Employees	604,903	480,543
Superannuation	53,456	52,254
Administration	906,719	830,502
	<u>1,718,200</u>	<u>1,527,444</u>
 <b>EXCESS OF INCOME OVER EXPENDITURE</b>	 <u>522,373</u>	 <u>509,934</u>

This statement of Income and Expenditure is to be read in conjunction with the notes to and forming part of the accounts.

## **AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Notes to and forming part of the Accounts as at 30 June 2002**

### **1. STATEMENT OF ACCOUNTING POLICIES**

The accounts of the Association have been drawn up in accordance with the accounting concepts, standards and disclosure requirements of the Australian Accounting bodies, and in accordance with Section 273 of the Industrial Relations Act 1988. They have been prepared on the basis of historical costs and do not take into account changing money values. The accounting policies have been consistently applied.

Set out below is a summary of the significant accounting policies adopted by the Association in the preparation of the accounts.

- (a) No provision for income tax is necessary as Trade Unions are exempt from income tax under the Income Tax Assessment Act.
- (b) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their estimated useful lives.
- (c) Member contributions are accounted for on the accruals basis to the extent that contributions received or receivable subsequent to 30 June 2002, but which relate to the period then ended, have been brought to account as income.

### **2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Industrial Relations Act 1988, the attention of members is drawn to the provision of subsections (1), (2) and (3) of section 274, which states as follows:-

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Notes to and forming part of the Accounts as at 30 June 2002**

	2002	2001
	\$	\$
<b>3 CASH</b>		
Imprest No 1 Account	74,975	292,951
Savings Investment Account	-	924
Short Term Call Account	303,590	666,412
Payroll Account	37,772	35,251
Commonwealth Bank - Bills	1,100,000	645,424
ANZ Bank - Bills	1,336,135	797,704
Cash on Hand	300	300
Qantas Credit Union	731	-
	<u>2,853,503</u>	<u>2,438,966</u>
<b>4 RECEIVABLES</b>		
<b>Current</b>		
Qantas - Member Subscriptions	575,859	381,688
Rental Deposit	25,825	24,885
Electricity Deposit	100	100
Other Debtors	4,422	6,555
	<u>606,206</u>	<u>413,228</u>
<b>5 PLANT FITTINGS &amp; EQUIPMENT - AT COST</b>		
Office Furniture & Machines	151,325	344,126
Less: Accumulated Depreciation	72,329	247,703
	<u>78,996</u>	<u>96,423</u>
<b>6 MOTOR VEHICLES - AT COST</b>		
Motor Vehicles	52,707	52,707
Less: Accumulated Depreciation	26,646	19,080
	<u>26,061</u>	<u>33,627</u>
<b>7 LEASEHOLD IMPROVEMENTS - AT COST</b>		
Leasehold Improvements	15,367	15,367
Less: Accumulated Amortisation	12,347	9,275
	<u>3,020</u>	<u>6,092</u>

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Notes to and forming part of the Accounts as at 30 June 2002**

**8 CREDITORS & BORROWINGS**

**Current**

Creditors amounting to \$108,405 (2001 - \$91,184) include consultants fees, wages tax, GST on subscriptions, telephone and other office expenses.

All accounts are paid within normal trading terms.

**9 PROVISIONS**

Provisions for Annual Leave	50772	38070
Provisions for Long Service Leave	<u>45050</u>	<u>21940</u>
	<u>95822</u>	<u>60010</u>

**10 CONTINGENT LIABILITIES**

No contingent liabilities are in existence at the date of these accounts.

**11 CAPITAL EXPENDITURE**

The Association is not committed to any contract of capital expenditure.

## AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION

Notes to and forming part of the Accounts as at 30 June 2002

	2002	2001
	\$	\$
<b>12 SUMMARY OF SOURCES &amp; APPLICATIONS OF FUNDS</b>		
<b>Source of Funds</b>		
<b>Funds from Operations: Note (i)</b>		
Inflow of funds from Operations		
- Members Contributions (Net)	2,121,206	1,898,917
- Interest	103,058	133,138
- Joining Fees	3,114	3,732
- Advertising Revenue	13,195	1,591
	2,240,573	2,037,378
Less: Outflow of funds from Operations	1,592,393	1,447,394
<b>Funds generated from Operations</b>	<b>648,180</b>	<b>589,984</b>
<b>Add:</b>		
Increase in Current Liabilities		
Creditors	17,221	-
Decrease in Cash	-	455,352
Sale of Fixed Assets	-	11,254
Decrease in Prepayments	4,044	-
<b>Total Funds generated</b>	<b>669,445</b>	<b>1,056,590</b>
<b>Applications of Funds</b>		
<b>Funds generated were used to:</b>		
<b>(1) Increase Assets</b>		
Current Assets		
- Cash	414,537	-
- Receivables	192,978	964,133
- Prepayments	-	4,044
Non-current Assets		
- Expenditure on Plant & Equipment	61,930	32,864
<b>(2) Reduce Liabilities</b>		
- Creditors	-	55,549
	<b>669,445</b>	<b>1,056,590</b>

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Notes to and forming part of the Accounts as at 30 June 2002**

<b>12 SUMMARY OF SOURCES &amp; APPLICATIONS OF FUNDS (Cont)</b>	<b>2002 \$</b>	<b>2001 \$</b>
 (i) Funds from Operations		
Reconciliation of funds from Operations with Net Profit/(Loss) is as follows:		
Funds from Operations	<u>648,180</u>	<u>589,984</u>
Less Non Cash Items		
- Depreciation	89,995	78,969
- Amount set aside to Provisions	<u>35,812</u>	<u>1,081</u>
	<u>125,807</u>	<u>80,050</u>
 Excess of Income over Expenditure	 <u><u>522,373</u></u>	 <u><u>509,934</u></u>

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Schedules to the Income & Expenditure Statement  
for the Year Ended 30 June 2002**

	2002	2001
	\$	\$
<b>INCOME</b>		
Members Contributions	2,231,216	2,004,597
Less: Collection Fees	<u>110,010</u>	<u>-105,680</u>
	2,121,206	1,898,917
Interest Received	103,058	133,138
Joining Fees	3,114	3,732
Advertising Revenue	<u>13,195</u>	<u>1,591</u>
<b>TOTAL INCOME</b>	<u>2,240,573</u>	<u>2,037,378</u>
<b>Less: EXPENDITURE</b>		
Accountancy Fees	5,000	5,730
Advertising	909	-
Administration	229,628	212,570
Annual Leave Provision	12,702	1,081
Audit Fees	15,000	15,000
Bank Charges & Government Fees	2,419	6,528
Committee Meeting Expenses	6,196	6,196
Computer Expenses	11,410	12,154
Consultancy	267,224	243,026
Couriers	2,713	2,979
Depreciation	89,995	78,969
Entertainment	1,348	1,313
Fringe Benefits Tax	5,519	9,239
General Expenses	4,952	4,048
Insurance	20,289	18,789
Lease of Franking Machine	1,066	1,227
Legal Fees	7,315	58,091
Library	11,062	14,288
Light & Power	5,294	5,348
Long Service Leave	23,110	-
Loss on disposal of Fixed Assets	-	5,274
Motor Vehicle Expenses	7,809	11,802
Office Expenses	21,879	22,878
Printing, Postage & Stationery	76,246	61,403

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Schedules to the Income & Expenditure Statement  
for the Year Ended 30 June 2002**

	<b>2002</b>	<b>2001</b>
	<b>\$</b>	<b>\$</b>
Promotional Events	16,618	14,040
Rent	84,615	81,098
Repairs & Maintenance	1,734	1,326
Salaries & Wages	604,903	480,543
Staff Recruitment	14,283	26,247
Staff Training	5,910	-
Superannuation	53,456	52,254
Taxi Fares	4,584	3,265
Telephone	36,922	31,718
Union Shopper Membership	-	1,044
Website	48,160	29,791
Welfare & P.A.N.	17,930	8,185
	<u>1,718,200</u>	<u>1,527,444</u>
<b>TOTAL EXPENDITURE</b>	<u>1,718,200</u>	<u>1,527,444</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<u>522,373</u>	<u>509,934</u>



**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Schedules to the Income & Expenditure Statement  
for the Year Ended 30 June 2002**

	2002	2001
	\$	\$
<b>ADMINISTRATION</b>		
Telephone	30,515	26,292
Transportation & Accommodation	16,160	17,280
Entertainment	5,370	4,176
Standard Reimbursement	29,930	33,200
Seminars	18,037	8,051
Miscellaneous	3,948	3,823
IFALPA	123,907	115,045
AIFEA	1,761	4,703
	<u>229,628</u>	<u>212,570</u>

**AUSTRALIAN and INTERNATIONAL PILOTS ASSOCIATION**

**Schedules to the Income & Expenditure Statement  
for the Year Ended 30 June 2002**

	2002	2001
	\$	\$
<b>ADMINISTRATION EXPENSES</b>		
<b>President</b>		
Entertainment	3,606	2,509
Seminars	-	613
Standard Reimbursement	2,000	3,000
Telephone	4,136	4,904
Transportation & Accommodation	733	2,216
	<u>10,475</u>	<u>13,242</u>
<b>Industrial Officers</b>		
Entertainment	109	1,246
Seminars	12,611	1,714
Telephone	4,436	4,540
Transportation & Accommodation	1,619	4,149
Miscellaneous	2,115	2,862
	<u>20,890</u>	<u>14,511</u>
<b>Other Office Bearers</b>		
Entertainment	1,655	421
Seminars	5,426	5,724
Standard Reimbursement	27,930	30,200
Telephone	21,943	16,848
Transportation & Accommodation	13,808	10,915
Miscellaneous	1,833	961
	<u>72,595</u>	<u>65,069</u>
<b>IFALPA</b>		
Membership, Travel & Accommodation	125,620	111,517
Regional Director Expenses (Refund)	-1,713	3,528
	<u>123,907</u>	<u>115,045</u>
<b>IFEO</b>		
Membership	-	4,703
Seminars	1,761	-
	<u>1,761</u>	<u>4,703</u>
<b>TOTAL</b>	<u>229,628</u>	<u>212,570</u>



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7799  
Fax: (03) 9654 6672

Mr Andrew Taylor  
Secretary  
Australian and International Pilots Association  
Level 1, 12 Lord St  
BOTANY NSW 2019

Dear Mr Taylor,

**Re: Australian and International Pilots Association**

**Financial Documents for year ended 30 June 2002 (FR2002/757)**

Receipt is acknowledged of the financial documents lodged under s280(1) of the Workplace Relations Act 1996 (the Act) for the abovementioned organisation for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 31 December 2002.

The documents have been filed.

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,

---

Andrew Schultz  
Statutory Services Branch

31 December 2002