

svc-adlib5

From: ROC - Registered Org Commission
Sent: Friday, 8 December 2017 11:36 AM
To: 'Sheryl Spurway'; 'contact@sstuwa.org.au'
Cc: 'Barry-John Rothman'
Subject: FR2017/269 (AEU) WA Branch for Year Ended 30 June 2017.pdf
[SEC=UNCLASSIFIED]
Attachments: AEU_WA Branch_FR2017_269_Filing letter_08122017.pdf

UNCLASSIFIED

Dear Ms Franklyn

Please see attached my letter in relation to the above financial report. I have also copied this email to Mr Rothman of Dry Kirkness Chartered Accountants.

Yours faithfully

DAVID VALE

Principal Adviser
Financial Reporting

Registered Organisations Commission

Tel: (02) 8293 4654
david.vale@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | Street address: Level 13, 175 Liverpool Street Sydney NSW 2000

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www.roc.gov.au



Australian Government
Registered Organisations Commission

Please consider the environment before printing this message

From: Sheryl Spurway [<mailto:sspurway@sstuwa.org.au>]
Sent: Wednesday, 15 November 2017 7:14 PM
To: ROC - Registered Org Commission <regorgs@roc.gov.au>
Subject: FR2017/269 (AEU) WA Branch for Year Ended 30 June 2017.pdf

Please find attached correspondence from Mary Franklyn, General Secretary, SSTUWA for your attention.

Thank you.

Your message is ready to be sent with the following file or link attachments:

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

This email is intended only for the use of the individual or entity named above and may contain information that is confidential and privileged. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited. If you have received this email in error, notify us immediately by return email and destroy the original message. All emails have been checked for viruses. Thank you.



8 December 2017

Ms Mary Franklyn
Branch Secretary
Australian Education Union-Western Australia Branch
PO Box 6140
East Perth WA 6892
contact@sstuwa.org.au

CC: Barry-John@drykirkness.com.au

Dear Ms Franklyn,

**Australian Education Union-Western Australia Branch
Financial Report for the year ended 30 June 2017 - [FR2017/269]**

I acknowledge receipt of the financial report of the Australian Education Union-Western Australia Branch. The documents were lodged with the Registered Organisations Commission (the ROC) on 15 November 2017. I also acknowledge an amended Designated Officer's Certificate lodged on 5 December 2017.

The financial report has now been filed.

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

Please note that the financial report for the year ending 30 June 2018 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged, however I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these concerns have been addressed prior to filing next year's report.

Content of Designated Officer's Certificate

Section 268 of the RO Act requires the certificate by the designated officer to certify that the documents lodged are copies of the documents provided to members, and then presented to a meeting, in accordance with section 266.

I note that in the initial Designated Officer's Certificate, the information that the full report was presented to a meeting of the Branch Executive on 5 October 2017 was incorrect. I acknowledge an amended Designated Officer's Certificate dated 5 December 2017 stated that the full report was presented to a meeting of the Branch Council (Committee of Management) in accordance with section 266 of the RO Act on 12 November 2017.

Reporting Requirements

New Reporting Guidelines will apply to organisations and branches with financial years

commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

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

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at david.vale@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink, appearing to read "David Vale", is enclosed in a thin blue rectangular border.

David Vale
Registered Organisations Commission

svc-adlib5

From: Sheryl Spurway <sspurway@sstuwa.org.au>
Sent: Tuesday, 5 December 2017 5:35 PM
To: VALE,David
Subject: Emailing: Branch Secretary's Certificate.pdf
Attachments: Branch Secretary's Certificate.pdf

Hi David, please find attached Branch Secretary's Certificate duly signed by Mary Franklyn.

Thank you.

Your message is ready to be sent with the following file or link attachments:

Branch Secretary's Certificate.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled. This email is intended only for the use of the individual or entity named above and may contain information that is confidential and privileged. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited. If you have received this email in error, notify us immediately by return email and destroy the original message. All emails have been checked for viruses. Thank you.

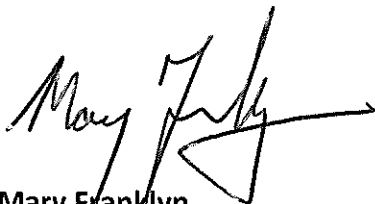
AUSTRALIAN EDUCATION UNION – WESTERN AUSTRALIAN BRANCH

**BRANCH SECRETARY'S CERTIFICATE
FOR THE PERIOD ENDED 30 JUNE 2017**

I, Mary Franklyn, Branch Secretary, being the officer responsible for keeping the accounting records of the AEU (WA) Branch, certify:

- that the documents lodged with the Registered Organisations Commission for the twelve-month financial period ended 30 June 2017 is a copy of the full report referred to in Section 268 of the *Fair Work (Registered Organisations) Act 2009*;
- that the full report was provided to members of the reporting unit on 6 October 2017 via the members' website, and
- that the full report was presented to a meeting of the Branch Council (Committee of Management) in accordance with Section 266 of the *Fair Work (Registered Organisations) Act 2009* on 12 November 2017.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mary Franklyn', with a long horizontal stroke extending to the right.

Mary Franklyn
Branch Secretary, AEU (WA) Branch

Date: 5 December 2017

From: Sheryl Spurway <sspurway@sstuwa.org.au>
Sent: Wednesday, 15 November 2017 7:14 PM
To: ROC - Registered Org Commission
Subject: FR2017/269 (AEU) WA Branch for Year Ended 30 June 2017.pdf
Attachments: Financial Report for Australian Education Union (AEU) WA Branch for Year Ended 30 June 2017.pdf

[FR2017/269](#)

Please find attached correspondence from Mary Franklyn, General Secretary, SSTUWA for your attention.

Thank you.

Your message is ready to be sent with the following file or link attachments:

Financial Report for Australian Education Union (AEU) WA Branch for Year Ended 30 June 2017.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled. This email is intended only for the use of the individual or entity named above and may contain information that is confidential and privileged. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited. If you have received this email in error, notify us immediately by return email and destroy the original message. All emails have been checked for viruses. Thank you.



Australian Education Union (W.A. Branch)
150-152 Adelaide Tce, East Perth WA 6004
PO Box 6140, East Perth WA 6892
(08) 9210 6000 | 1800 199 073
contact@sstuwa.org.au | sstuwa.org.au
ABN: 87 305 684 382

Our Ref: MF:SS:17-10924

15th November 2017

Registered Organisations Commission
Australian Government
Level 4
414 LaTrobe Street
MELBOURNE VIC 3000

Email: regorgs@roc.gov.au

Dear Sir / Madam

Re: Financial Report for Australian Education Union (AEU) WA Branch for Year Ended 30 June 2017

Please find attached Financial Report for AEU WA Branch for the year ended 30 June 2017 for lodgement with Registered Organisations Commission.

Could you please acknowledge receipt and lodgement of this Financial Report.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Mary Franklyn', written in a cursive style.

Mary Franklyn
Branch Secretary, AEU WA Branch

Attachment

**AUSTRALIAN EDUCATION UNION
WESTERN AUSTRALIAN BRANCH
ABN 87 305 684 382**

**FINANCIAL REPORT
30 JUNE 2017**

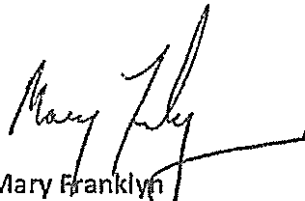
**DRY KIRKNESS
West Perth**

**BRANCH SECRETARY'S CERTIFICATE
FOR THE PERIOD ENDED 30 JUNE 2017**

I, Mary Franklyn, Branch Secretary, being the officer responsible for keeping the accounting records of the AEU (WA) Branch, certify:

- that the documents lodged with the Registered Organisations Commission for the twelve-month financial period ended 30 June 2017 is a copy of the full report referred to in Section 268 of the *Fair Work (Registered Organisations) Act 2009*;
- that the full report was presented to a meeting of the Branch Executive (Committee of Management) of the reporting unit on 5 October 2017, and
- that the full report was provided to members on 6 October 2017 via the members' website in accordance with Section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Yours sincerely



Mary Franklyn
Branch Secretary, AEU (WA) Branch

Date: 6 October 2017

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Your Branch Executive submits the financial report of the Australian Education Union Western Australian Branch ("the reporting unit") for the financial period ended 30 June 2017.

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

The principal activities of the reporting unit during the financial year were:

- To maintain and improve the working conditions and professional welfare of its members.
- Be a professionally managed and democratic Union which provides maximum opportunities for membership involvement in its activities.
- Provide a wide range of appropriate services and benefits to members.
- Work towards ensuring a just and equitable society, including by promoting actively public education, training and unionism.

It is noted that during the financial year, the activities of the reporting unit were suitably carried out.

No significant change in the nature of these activities occurred during the year.

Significant Changes in Financial Affairs

The profit / (loss) from ordinary activities amounted to (\$1,600) for the year ending 30 June 2017 [year ended 30 June 2016: \$6,863].

There were no significant change in the financial affairs of the entity.

Right of members to resign

Resignation from membership and termination of eligibility for membership is regulated by Rule 17 of the Federal Rules.

A member may resign from membership of the Union by written notice addressed to and delivered to the Secretary of the Branch to which the member is attached.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

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

There are no members or officers of the reporting unit that are trustees or directors of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

Number of Members

14,757 members for period ended 30 June 2017.

Number of Employees

0 employees for period ended 30 June 2017.

Payments to Employers

The reporting unit did not make any payments during the financial year to employers as consideration for the employees making payroll deductions of membership subscriptions.

Officers & members who are directors of a company or a member of a board:

| | |
|------------------------|--|
| Paul Bridge | Stronger Smarter Institute |
| Graeme Repper | Executive of WASTAA |
| Natalie Blewitt | School Board Member, Level 3 Classroom Association |
| Edd Black | Member of School Council |
| | Chair of Main Roads WA Centre Service Advisory Council |
| | Co-Chair Schools Development Group Inc – Not for Profit Association |
| | Board Member of Bickley Foundation, Centre Graduate School Curtin University |

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Officers & members who are directors of a company or a member of a board (CONT'D):

| | |
|------------------------|--|
| Pauline Winrow | Executive Member, Castlereagh School Council Inc WAESPAA Executive |
| Wes Buzza | Community Rep, City of Joondalup Strategic Community Reference Group Secretary, Heathridge Residents Association |
| Bruce Banyard | Director of Officiating, Lacrosse WA Board |
| Sharon Vertigan | Vice President, Dampier Community Association Member, Dampier Primary School Council |

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were:

BRANCH PRESIDENT

Patricia Byrne

BRANCH SENIOR VICE PRESIDENT

Lincoln Rose (Term of Office ended 31 December 2016)

Paul Bridge (Term of Office commenced 1 January 2017)

BRANCH SECRETARY

Mary Franklyn

BRANCH VICE PRESIDENT

Samantha Schofield

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH EXECUTIVE

Patricia Byrne

Bruce Banyard

Natalie Blewitt

Edd Black

Paul Bridge

Graeme Repper

Kate Bunney

Samantha Schofield

Lincoln Rose

Kathryn Mannion

Pauline Winrow

Wes Buzza

Sharon Vertigan

Simon Hitchens (Term of Office commenced 1 January 2017)

Jan Lau (Term of Office commenced 1 January 2017)

Lisa Nelson (Term of Office commenced 1 January 2017)

Anne Tumak (Term of Office commenced 1 January 2017)

Lois Neagle (Term of Office ended 31 December 2016)

Paul Bridge (Term of Office ended 31 December 2016)

Caren Burns (Term of Office ended 31 December 2016)

Chantal Adams (Term of Office ended 31 December 2016)

Michelle Murphy (Term of Office ended 31 December 2016)

Marie Klein (Term of Office ended 31 December 2016)

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH COUNCILLORS APPOINTED 1 JULY 2016 AND RESIGNED 31 MARCH 2017

Justine Moorman
Bob O'Neill
Simon Hitchens
Bill Kilner
Catherine Mason
Gwen Stapleton
Peter Axton
Lava (Ronnie) Naidoo
Jade Elvin
Alex Robins
Katerina Yeomans
Geoffrey Chambers
Robin Dark
Agripa Ncube
Lisa Nelson
Jasmine Porteous
Jo-Anne Talbot
Leonie Whyte
Ruth Zahwe
Geoff Clayton
Lydia Cavallaro
Janet Edmondson
Anne Gisborne
Natalie Edwards
Matthew Highman
Jan Lau
Stacey Summers
Ellie Blokland
Gregory Boylan
Victor Lundy
Maurice Palmer
Sara Pittman
Sue Smith
Sharon Vertigan
Anne Tumak
Catherine Breen
Tristan Broomhall
Amanda Fowler
Daniel Howell
Dixie Kelly
Mardi McNamara
Glyn Parry
Renee Skehan

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH COUNCILLORS APPOINTED 1 JULY 2016 AND RESIGNED 31 MARCH 2017 (CONT'D)

Brenda Wann
Glen Cookson
Michael James
Nicholas Virgona
Martha Williams
Oskar Lim
Allan Bertram
Patricia Burke
Rick McMahon
David Bonser
Val Cousins
Joe Iannitelli
Gary Hedger
Helen Kuehs
Sarah Murray
Bridget O'Neill
Kelsey Thompson
Carly Keay
Harriet Briscoe
Ken Cornwell
Sonia Emery
Gary Gibbon
Nicola Sorrell
Julian Agafonoff
Barbara Van Trigt

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH COUNCILLORS APPOINTED 1 APRIL 2017

Karen Baldwin
Lesley-Ann Hoare
Justine Moorman
Bob O'Neill
Alan Arcus
Samantha Brojanowski
Joanne Dowell
Bill Kilner
Natasha Schmitt
Gwen Stapleton
Salvatore Testa
Elizabeth Brown
Anita Strang
Lydia Cavallaro
Jade Elvin
Rebecca McClelland
Katerina Yeomans
Geoffrey Chambers
Gavin Jean-Louis
Taryn Linden
Jo-Anne Talbot
Ruth Zahwe
Michelle Murphy
Anna Di Noto
Anne Gisborne
Dean Nardi
Vanessa Bhasi
Amanda Fowler
Matthew Highman
Julie Ann Weber
Greg Boylan
Trish Chapman
Atanas Dimitrof
David Felstead
Jasmine Harris
Jen Heath
Chloe Liebeck
Victor Lundy
Maurice Palmer
Sue Smith

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH COUNCILLORS APPOINTED 1 APRIL 2017 (CONT'D)

Amy Blitvich
Peter Sharrett
Athan Tsingoida
Kristyn Braithwaite
Tristan Broomhall
Daniel Howell
Daron Keogh
Remy Morris
Glyn Parry
Renee Skehan
Brenda Wann
Karl Birkelbach
Robynn Blay
Samuel Charles
Rebecca Collins
Glen Cookson
Helene Offer
Nicholas Virgona
Ann Crook
Sonia Doyle
Pat Burke
Rick McMahon
Robyn Newman
Joe Iannitelli
Daisy McCauley
Gail Reed
Rasidah Dobbs
Gregory Donaldson
Leanne Fyfe
Tegan Gough
Gary Hedger
Helen Kuehs
David Lee
Sarah Murray
Bridget O'Neill
Allan Bertram
Les Tiede
Ken Cornwell
Sonia Emery
Gary Gibbon
Jasmine Porteous

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

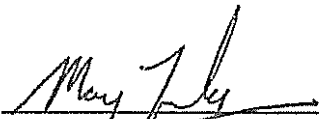
OPERATING REPORT

FOR THE PERIOD ENDED 30 JUNE 2017

Names of Branch Council members and period positions held during the financial period 01 July 2016 to 30 June 2017 were (CONT'D):

BRANCH COUNCILLORS APPOINTED 1 APRIL 2017 (CONT'D)

David Annear
Melanie Moore
Jay Morris
Katrina Radford
Nicola Sorrell
Alanna Vine
Sara Wiggins
Kimberley Annear
Barbara Van Trigt



Mary Franklyn
AEU (WA) Branch Secretary

Date: 5 October 2017

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

BRANCH EXECUTIVE STATEMENT

FOR THE PERIOD ENDED 30 JUNE 2017

On 5 October 2017 the Branch Executive of the Australian Education Union Western Australian Branch ('AEU WA Branch') passed the following resolution in relation to the general purpose financial report (GPFR) for the period ended 30 June 2017:

The AEU WA Branch Executive declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (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 AEU WA 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 GPFR relates and since the end of that year:
 - (i) meetings of the Branch Executive were held in accordance with the rules of the Australian Education Union (AEU) including the rules of the AEU WA Branch; and
 - (ii) the financial affairs of the AEU WA Branch have been managed in accordance with the rules of the AEU including the rules of the AEU WA Branch; and
 - (iii) the financial records of the AEU WA Branch have been kept and maintained in accordance with the *Fair Work (Registered Organisations) Act 2009* ('RO Act'); and
 - (iv) the financial records of the AEU WA Branch have been kept, as far as practicable, in a consistent manner with each of the other Branches of the AEU; and
 - (v) where information has been sought in any request by a member of the AEU WA Branch or Commissioner duly made under section 272 of the RO Act, that information has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records has been made by the Registered Organisation Commission under section 273 of the RO Act, there has been compliance.
- (f) No revenue has been derived from undertaking recovery of wages activity during the reporting period.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

BRANCH EXECUTIVE STATEMENT

FOR THE PERIOD ENDED 30 JUNE 2017

This declaration is made in accordance with a resolution of the Branch Executive.

Signature of designated officer: 

Name and title of designated officer: MARY FRANKLIN - BRANCH SECRETARY

Dated: 5 OCTOBER 2017

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Australian Education Union Western Australian Branch (the 'Branch'), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, statement of changes in members' funds and statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and the Branch Executive Statement.

In my opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Australian Education Union Western Australian Branch as at 30 June 2017, and of its financial performance and its cash flows for the year then ended in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Branch is appropriate.

Basis for Opinion

I have conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Branch in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

Information Other than the Financial Report and Auditor's Report Thereon

The Branch Executive is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Branch Executive for the Financial Report

The Branch Executive is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009*, and for such internal control as the Branch Executive determines is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Branch Executive is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Branch Executive either intend to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

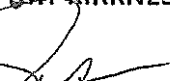
- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Branch Executive.

- Conclude on the appropriateness of the Branch Executive's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information on the entities or business activities within the Branch to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Branch audit. I remain solely responsible for my audit opinion.

I communicate with the Branch Executive regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I have identified during my audit.

I declare that I am an approved auditor, a member of The Institute of Chartered Accountants in Australia and hold a current Public Practice Certificate.


DRY KIRKNESS


B ROTHMAN

Partner

Registered Auditor No. AA2017/10

Date: *5 October 2017.*
 Perth, Western Australia

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2017**

| | NOTE | 2017 \$ | 2016 \$ |
|----------------------------------|------|--------------|--------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 4 | 8,877 | 8,697 |
| Receivables | 5 | 160 | 180 |
| | | ----- | ----- |
| TOTAL CURRENT ASSETS | | 9,037 | 8,877 |
| | | ----- | ----- |
| TOTAL ASSETS | | 9,037 | 8,877 |
| | | ----- | ----- |
| CURRENT LIABILITIES | | | |
| Payables | 6 | 1,760 | - |
| Provisions | 7 | - | - |
| | | ----- | ----- |
| TOTAL CURRENT LIABILITIES | | 1,760 | - |
| | | ----- | ----- |
| TOTAL LIABILITIES | | 1,760 | - |
| | | ----- | ----- |
| NET ASSETS | | 7,277 | 8,877 |
| | | ===== | ===== |
| MEMBERS' FUNDS | | | |
| Accumulated Funds | | 7,277 | 8,877 |
| | | ----- | ----- |
| TOTAL MEMBERS' FUNDS | | 7,277 | 8,877 |
| | | ===== | ===== |

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 JUNE 2017

| | NOTE | 2017 \$ | 2016 \$ |
|--|------|----------------|--------------|
| Revenue | 2 | - | 10,497 |
| Expenses | 3 | (1,600) | (3,634) |
| (Deficit)/surplus from ordinary activities before income tax expense | | (1,600) | 6,863 |
| Income tax expense relating to ordinary activities | 1(a) | - | - |
| Net (deficit)/surplus from ordinary activities after income tax expense | | (1,600) | 6,863 |
| Other comprehensive (loss)/income | | - | - |
| Total comprehensive (loss)/income for the year | | (1,600) | 6,863 |
| Total comprehensive (loss)/income attributable to members of the Branch | | (1,600) | 6,863 |

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**STATEMENT OF CHANGES IN MEMBERS' FUNDS
FOR THE PERIOD ENDED 30 JUNE 2017**

| | Accumulated Funds | Total |
|--|----------------------|--------------|
| | \$ | \$ |
| Balance at 1 July 2015 | 2,014 | 2,014 |
| Comprehensive income | | |
| Surplus attributable to members of the Branch | 6,863 | 6,863 |
| Other comprehensive income for the year | - | - |
| | ----- | ----- |
| Total comprehensive income attributable to members of the Branch for the year | 6,863 | 6,863 |
| | ----- | ----- |
| Balance at 30 June 2016 | 8,877 | 8,877 |
| Comprehensive income | | |
| Deficit attributable to members of the Branch | (1,600) | (1,600) |
| Other comprehensive loss for the year | - | - |
| | ----- | ----- |
| Total comprehensive loss attributable to members of the Branch for the period | (1,600) | (1,600) |
| | ----- | ----- |
| Balance at 30 June 2017 | 7,277 | 7,277 |
| | ===== | ===== |

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 30 JUNE 2017**

| | NOTE | 2017 \$ | 2016 \$ |
|--|------|------------|------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | | | |
| Receipts from donations and government | | 180 | 10,497 |
| Payments for expenses | | - | (3,646) |
| | | ----- | ----- |
| Net cash inflows from operating activities | 9 a) | 180 | 6,851 |
| | | ----- | ----- |
| Net increase in cash held | | 180 | 6,851 |
| Cash at beginning of financial year | | 8,697 | 1,846 |
| | | ----- | ----- |
| Cash at end of financial year | 4 | 8,877 | 8,697 |
| | | ===== | ===== |

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial statements are general purpose financial statements prepared in accordance with Australian Accounting Standards and Interpretations of the Australian Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisations) Act 2009* ('RO Act'). The Australian Education Union Western Australian Branch ('Branch') is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The financial statements are presented in Australian dollars and amounts presented in the financial statements have been rounded to the nearest dollar.

a) Income Tax

The Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Goods and Services Tax (GST).

b) Revenue and Other Income

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

Donation income is recognised when it is received.

c) Cash and cash equivalents

Cash and cash equivalents is recognised at their nominal amounts. Cash and cash equivalents include cash at bank.

d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with the other receivables or payables in the statement of financial position.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Goods and Services Tax (GST) (Continued)

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

e) Comparative Figures

Comparatives are for 12 months and are consistent with prior years, unless otherwise stated. The current reporting period is for 12 months ended 30 June 2017.

f) Economic Dependency

The Branch is dependent on the ongoing administrative support provided by State School Teachers' Union of Western Australia ('SSTUWA'). The Branch Executive & Branch Council endorses all the decisions that SSTUWA Executive & State Council makes in relation to the Branch. (Refer Note 10)

At the date of these financial statements, the Branch Executive has no reason to believe that SSTUWA will not continue to support the Branch.

g) Going Concern

These financial statements are prepared on the going concern basis, which contemplates the continuity of normal business activities and the realisation of assets and the settlement of liabilities in the normal course of business for at least the next 12 months following the signing of these financial statements.

The ability of the Branch to continue as a going concern and to pay its debts as and when they fall due is dependent on the continued financial support provided by SSTUWA.

The financial statements do not include any adjustments relating to the recoverability and classification of recorded asset amounts or to the amounts and classification of liabilities that may be necessary should the Branch be unable to continue as a going concern.

The Branch has not provided any financial support to any other reporting unit to continue on as a going concern basis.

These financial statements were authorised for issue on 5 October 2017.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) New Accounting Standards for Application in Future Periods

An assessment of Accounting Standards and Interpretations issued by the AASB that are not yet mandatory applicable to the Branch and their potential impact on the Branch when adopted in future periods is discussed below:

- AASB 9: *Financial Instruments* (December 2014) and associated Amending Standards (applicable for annual reporting periods commencing on or after 1 January 2018).

This Standard is not expected to significantly impact the Branch's financial statements.

- AASB 15: *Revenue from Contracts with Customers* (applicable to annual reporting periods beginning on or after 1 January 2018). When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Except for a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers. In relation to not-for-profit entities, this Standard will be applicable only to exchange transactions.

The Standard is not expected to impact the Branch's financial statements.

- AASB 2014-5: *Amendments to Australian Accounting Standards arising from AASB 15* (applicable for annual reporting periods beginning on or after 1 January 2017).

This Standard makes consequential amendments to various AASB Standards arising as a result of issuance of AASB 15: *Revenue from Contracts with Customers*

This Standard is not expected to impact the Branch's financial statements.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

| | 2017 | 2016 |
|--|-------|--------|
| | \$ | \$ |
| 2. REVENUE | | |
| The Branch received the followings during the year. | | |
| a) Capitation fees (Note 10) | - | - |
| b) Compulsory levies and appeals for voluntary contributions | - | - |
| c) Membership subscriptions | - | - |
| d) Grants or donations | | |
| - Donations | - | 10,497 |
| 3. EXPENSES | | |
| a) Employee expenses- | | |
| - Holders of office | - | - |
| - Employees other than office holders | - | - |
| b) Capitation fees | - | - |
| c) Affiliation fees/subscriptions | - | - |
| d) Administration expenses- | | |
| - Consideration to employers for payroll deductions | - | - |
| - Compulsory levies | - | - |
| - Fees and allowances – meetings and conferences | - | - |
| - Conference and meeting expenses | - | - |
| - Postage and courier expenses | - | - |
| - Bank charges | - | 34 |
| - Audit fees | 1,600 | 3,600 |
| e) Grants and donations | - | - |
| f) Legal costs | - | - |
| g) Penalties – via RO Act or RO Regulations | - | - |

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

| | NOTE | 2017 \$ | 2016 \$ |
|--|------|------------|------------|
| 4. CASH AND CASH EQUIVALENTS | | | |
| CBA cheque account | | 8,877 | 8,697 |
| | | ----- | ----- |
| | 13 | 8,877 | 8,697 |
| | | ===== | ===== |
| 5. RECEIVABLES | | | |
| GST receivable from the Australian Taxation Office | | 160 | 180 |
| Receivables from other reporting units | | - | - |
| Less provision for doubtful debts | | - | - |
| | | ----- | ----- |
| | | 160 | 180 |
| | | ===== | ===== |
| Loans and receivables at amortised cost classified as trade and other receivables | | | |
| - Current trade and other receivables | | 160 | 180 |
| Less: other receivables | | (160) | (180) |
| | | ----- | ----- |
| Financial assets as loans and receivables | 13 | - | - |
| | | ===== | ===== |
| 6. PAYABLES | | | |
| Accrued audit fee | | (1,760) | - |
| Payables to other reporting units | | - | - |
| Other payables- | | | |
| - Consideration payable to employers for payroll deductions | | - | - |
| - Legal costs payable | | - | - |
| | | ----- | ----- |
| | 13 | (1,760) | - |
| | | ===== | ===== |
| 7. PROVISIONS | | | |
| Employee provisions - | | | |
| - Office holders | | - | - |
| - Employees other than office holders | | - | - |
| | | ----- | ----- |
| | | - | - |
| | | ===== | ===== |

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

8. EQUITY

There have been no funds or accounts operated in respect of compulsory levies raised by the Branch or voluntary contributions collected from members of the Branch during the financial year.

There have been no funds or accounts operated which is required by the rules of the Branch.

There have been no transfers or withdrawals to a fund, account or controlled entities for a specific purpose(s).

| | 2017 | 2016 |
|---|--------------|----------------|
| | \$ | \$ |
| 9. CASH FLOW INFORMATION | | |
| a) Reconciliation between operating surplus and cash flow from operating activities | | |
| (Deficit)/Surplus for year | (1,600) | 6,863 |
| Changes in assets and liabilities: | | |
| Decrease/(Increase) in receivables | 20 | (12) |
| (Decrease)/Increase in payables | 1,760 | - |
| Net cash provided by operating activities | ----- 180 | ----- 6,851 |
| b) Cash inflows from other reporting units | ===== | ===== |
| | - | - |
| c) Cash outflows to other reporting units | - | - |

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

10. RELATED PARTY INFORMATION

The members of the Branch Executive act in a voluntary capacity and do not receive any remuneration for their services.

The Branch receives administrative support provided by staff employed by a related entity, the State School Teachers' Union of Western Australia ('SSTUWA'), for which there is no charge.

The SSTUWA pays capitation fees directly to the Australian Education Union (AEU) and not to the Australia Education Union Western Australian Branch based on an agreement between the SSTUWA and AEU that was endorsed by the SSTUWA Executive on 29 January 1993.

The amount of capitation fees paid directly to the AEU for the twelve months ended 30 June 2017 amounted to \$448,778 (year ended 30 June 2016: \$437,157).

11. KEY MANAGEMENT PERSONNEL REMUNERATION

The Branch does not employ any staff (refer Note 10 Related Party Information).

| | NOTE | 2017 \$ | 2016 \$ |
|--|------|------------|------------|
| 12. AUDITOR'S REMUNERATION | | | |
| Remuneration of the auditor of the Branch for: | | | |
| Audit of financial statements | | 1,600 | 3,600 |
| Other services | | - | - |
| | | ----- | ----- |
| | | 1,600 | 3,600 |
| | | ===== | ===== |

13. FINANCIAL RISK MANAGEMENT

The Branch's financial instruments consist of cash at bank and payables.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

| | | | |
|-------------------------------|---|--------------|--------------|
| Financial assets | | | |
| Cash and cash equivalents | 4 | 8,877 | 8,697 |
| Loans and receivables | 5 | - | - |
| | | ----- | ----- |
| Total financial assets | | 8,877 | 8,697 |
| | | ===== | ===== |

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

| | NOTE | 2017 \$ | 2016 \$ |
|--|------|----------------|------------|
| 13. FINANCIAL RISK MANAGEMENT (Continued) | | | |
| Financial liabilities at amortised cost | | | |
| Payables | 6 | (1,760) | - |
| | | ----- | ----- |
| Total financial liabilities | | (1,760) | - |
| | | ===== | ===== |

14. EVENT AFTER REPORTING PERIOD

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

15. SEGMENT REPORTING

The Branch is the Western Australian Branch of the Australian Education Union and acts solely in Western Australia and in one business segment being in industrial relations activities for members of the Australian Education Union.

16. BRANCH DETAILS

The registered office of the Branch and its principal place of business are:
150 - 152 Adelaide Terrace
East Perth WA 6004

17. RECOVERY OF WAGES ACTIVITY

There has been no recovery of wages activity during the financial year.

18. ACQUISITION OF ASSETS AND/OR LIABILITIES

The Branch has not acquired any assets or liabilities during the financial year as a result of the following:

- a) an amalgamation under Part 2 of Chapter 3, of the RO Act in which the organisation (of which the reporting unit form part) was the amalgamated organisation; or
- b) a restructure of the branches of the organisation; or
- c) a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the organisation; or
- d) a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1); or
- e) a business combination.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2017**

19. SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

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

Information to be provided to members or Commissioner:

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



9 August 2017

Ms Mary Franklyn
Branch Secretary
Western Australia Branch
Australian Education Union
By Email: contact@sstuwa.org.au

Dear Ms Franklyn,

**Re: Lodgement of Financial Report - [FR2017/269]
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Education Union-Western Australia Branch (the reporting unit) ended on 30 June 2017. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO act requires this statement to be lodged with Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2017.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2017 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the

ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find below a guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,

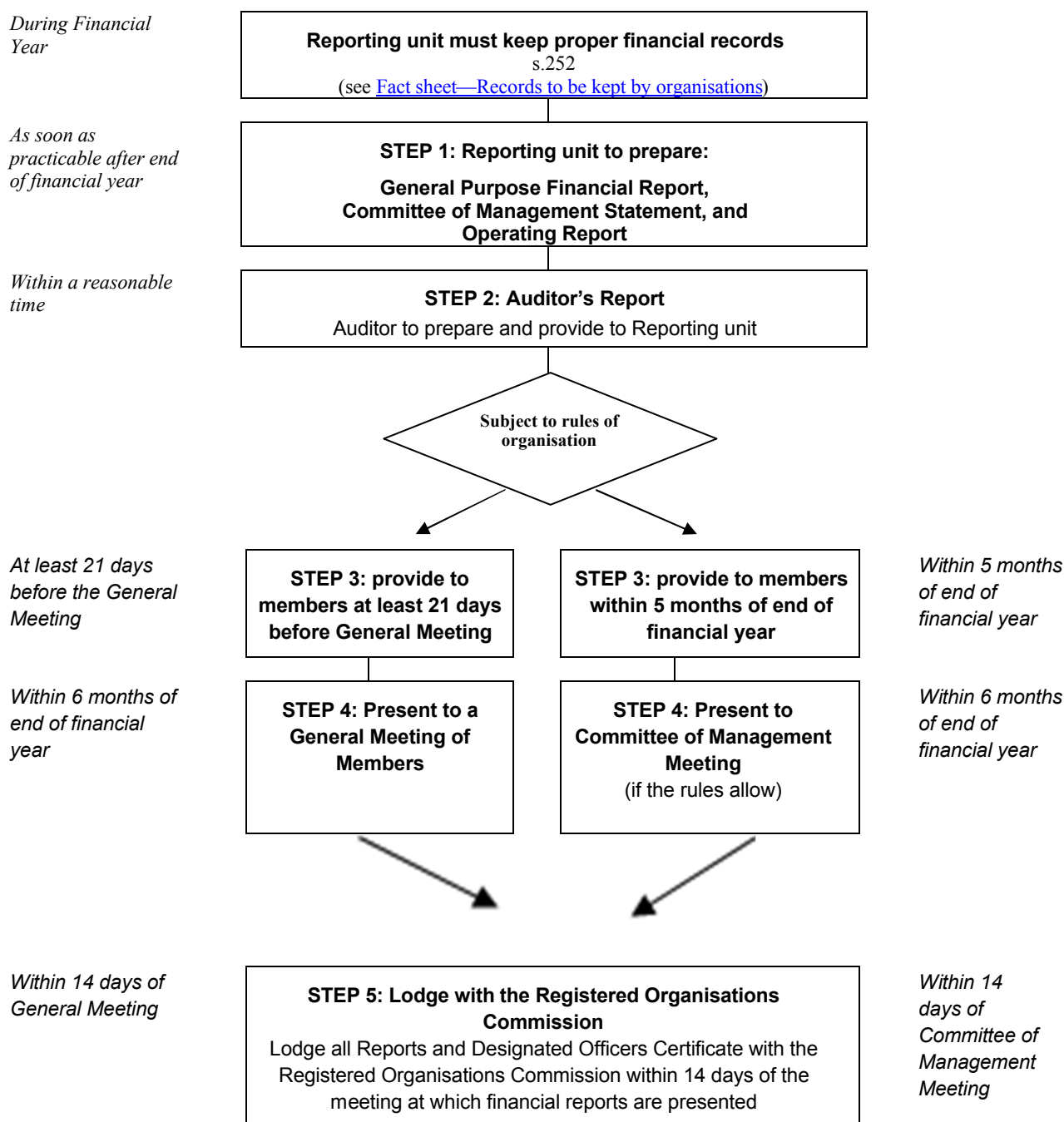
Carolyn Moloney
Registered Organisations Commission



Fact sheet

Summary of financial reporting timelines – s.253 financial reports

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





Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

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

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

The Loans, Grants & Donations Statement

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





- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*



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

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

Common misconceptions

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

| Misconception | Requirement |
|--|--|
|  Only reporting units must lodge the Statement. |  All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches. |
|  Employees can sign the Statement. |  The statement must be signed by an elected officer of the relevant branch. |

| | | | |
|---|---|--|---|
|  | Statements can be lodged with the financial report. |  | The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late. |
|---|---|--|---|

Grants & Donations within the Financial Report

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

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants ~~OR~~ donations*

| Grants: | [Current year] | [Previous year] |
|--------------------------------------|----------------|-----------------|
| Total paid that were \$1,000 or less | - | - |
| Total paid that exceeded \$1,000 | - | - |
| Donations: | | |
| Total paid that were \$1,000 or less | - | - |
| Total paid that exceeded \$1,000 | - | - |
| Total grants or donations | - | - |

The Commissioner's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

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

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

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

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

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au



Guidance Note

Illustrative Auditor's Report under section 257 of the *Fair Work (Registered Organisations) Act 2009*

Prepared and issued by the Registered Organisations Commission

| Version | Date published |
|----------------|-----------------------|
| 1 | 4 August 2017 |

1. Introduction

The purpose of this guidance note is to provide Registered Organisations with guidance on the revised Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* (ASA 700), as issued by the Auditing and Assurance Standards Board ('AUASB').

An 'Illustrative Auditor's Report' is included to assist Registered Organisations to understand the new auditing requirements.

2. Background to the revised Auditing Standard

From 15 December 2016, the structure of the Auditor's Report changed as a result of revisions made to the Australian Auditing Standards (ASAs). The changes impact all auditors' reports prepared in accordance with the ASAs.

The purpose of the change is to:

- enhance the communicative value of the Auditor's Report;
- give prominence to the most important matters by re-ordering the content;
- enhance reporting on going concern matters (if applicable), and provide enhanced descriptions of the respective responsibilities of management and the auditor, in relation to going concern;
- provide an affirmative statement on auditor's independence and fulfilment of relevant ethical responsibilities;
- provide more information to users on the auditor's responsibilities, and the key features of an audit and;
- provide details of other information the auditor has received at the date of the Auditor's Report, and is expected to receive after the date of the Auditor's Report¹.

3. Key changes included in the illustrative Auditor's Report

| Description | Auditing standard ref. | Comments |
|--|------------------------|---|
| Structure of the auditor's report | ASA 700.21-52 | The form and structure of the audit report have been reorganised due to changes in the Australian Auditing Standards. |
| Basis for opinion | ASA 700.28c | Requires references in the audit report to the applicable ethical standards e.g. APES 110 <i>Code of Ethics for Professional Accountants</i> . |
| Other information | ASA 700.32 ASA 720 | ASA 720 now requires that the auditor 'read and consider' if the Other Information (including but not limited to the Operating Report) is materially inconsistent with the financial statements, or the auditor's knowledge obtained in the audit. |
| Committee of Management's responsibilities for the preparation of the financial report | ASA 700.33-36 | ASA 700.34b has been added to reflect changes made in ASA 570. The changes emphasise that it is management's responsibility for assessing whether the use of the going concern assumption is appropriate. The auditors' roles and responsibilities related to going concern have not changed. |
| Auditor's responsibilities for the audit of the financial report | ASA 700.37-40 | These paragraphs have been expanded to clarify the detailed nature and scope of the auditor's existing responsibilities and procedures, and to make an explicit relationship of material misstatements to fraud or error. |
| Report on other legal and | ASA 700.43-45 | This section is only applicable if there are other matters to report as required by other legislation. |

¹ Adapted from 'Auditor Reporting FAQs' – Auditing and Assurance Standards Board - <http://www.auasb.gov.au/Publications/Auditor-Reporting-FAQs.aspx>

| Description | Auditing standard ref. | Comments |
|-------------------------|------------------------|---|
| regulatory requirements | | <p>Under sections 257(6) and (7) of the <i>Fair Work (Registered Organisations) Act 2009</i> ('RO Act'), the auditor is required to report on any instances of non-compliance or deficiency or shortcoming with respect to financial record-keeping, and section 257(2) of the RO Act requires auditors to report on access restrictions to the financial records of the organisation.</p> <p>This section is not required if there are no matters to report.</p> |

4. Key changes not reflected in the illustrative Auditor's Report

| Description | Auditing standard ref. | Comments |
|-------------------|-------------------------------|--|
| Key Audit Matters | ASA 700.30-31, A41 ASA 701 | <p>ASA 701 provides additional disclosures for entities listed on a securities exchange to communicate key audit matters ('KAMs') in the auditor's report. KAMs are those matters that, in the auditor's judgement, are of most significance to the audit of the financial statements of the current financial period.</p> <p>At this point in time, the ROC does not require the inclusion of KAMs.</p> |

The numbered references in the Illustrative Auditor's Report refer to the explanatory paragraphs in section 5 of this Guidance Note 'Illustrative Auditor's Notes'. The Illustrative Auditor's Report is also included in the 'Model Financial Statements' published on the Registered Organisations Commission's website.

<To be printed on Auditor letterhead>

Independent Audit Report to the Members of <name of Reporting Unit>

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of <name of Reporting Unit> (the Reporting Unit), which comprises the statement of financial position² as at <balance date>, the statement of comprehensive income³, statement of changes in equity⁴ and statement of cash flows⁵ for the year ended <date>, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management⁶ Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of <name of Reporting Unit> as at <balance date>, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

Information Other than the Financial Report and Auditor's Report Thereon⁷

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

² Refer to paragraph 9 in Section 5 Illustrative Auditor's Report Notes in this Guidance Note

³ Ibid paragraph 9

⁴ Ibid paragraph 9

⁵ Ibid paragraph 9

⁶ Ibid paragraph 10; note if this is changed to another descriptor all other references in the Report should be changed to the other descriptor

⁷ Ibid paragraph 7

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of [name of appropriate professional accounting body] and hold a current Public Practice Certificate.

[Report on Other Legal and Regulatory Requirements]⁸

[In accordance with the requirements of section 257(7) of the RO Act, I am required to describe any deficiency, failure or shortcoming in respect of the matters referred to in section 252 and 257(2) of the RO Act.

My opinion on the financial report is not modified in respect of the following matter(s) because, in my opinion, it has been appropriately addressed by [Reporting Unit] and is not considered material in the context of the audit of the financial report as a whole:

[Example:

a) [Reporting Unit] failed to keep [name of other record] as required by section 252 of the RO Act for the period 1 July 20XX to 4 July 20XX inclusive.]]

[Report on the Recovery of Wages Activity financial report]⁹

Opinion on the recovery of wages activity financial report

The scope of my work extended to the recovery of wages activity and I have audited the recovery of wages activity financial report for the year ended <date>.

In my opinion, the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the General Manager, including:

- (a) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- (b) any donations or other contributions deducted from recovered money.

Responsibilities

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines of the General Manager. My responsibility is to express an opinion on the recovery of wages activity financial report, based on my audit conducted in accordance with Australian Auditing Standards.

<Audit Firm Name>

<Name>

Partner

⁸ Ibid paragraph 11

⁹ Ibid paragraph 11

<City>
<Date>

Registration number (as registered by the RO Commissioner under the RO Act)¹⁰: <insert number>

¹⁰ Ibid paragraph 12

5. Illustrative Auditor's Report Notes

For the purpose of this illustrative Auditor's Report, the following circumstances are assumed:

1. The financial report is prepared by management of the Reporting Unit in accordance with Australian Accounting Standards and the RO Act.
2. The terms of the audit engagement reflect the description of management's responsibility for the financial report in *ASA 210 Agreeing the Terms of Audit Engagements*.
3. The auditor has concluded an unmodified opinion is appropriate based on the audit evidence obtained.
4. The relevant ethical requirements that apply to the audit are the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants*.
5. Based on the audit evidence obtained, the auditor has concluded that a material uncertainty does not exist related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern in accordance with *ASA 570 Going Concern*.
6. The auditor is not required, and has otherwise not decided, to communicate key audit matters in accordance with *ASA 701 Communicating Key Audit Matters in the Independent Auditor's Report*.
7. The section on 'Information Other than the Financial Report and Auditor's Report Thereon' is customised depending on the nature of the Other Information received and when this information was received. The template provided assumes that the nature of the Other Information is the Operating Report and that it was received on or before the date of the audit report. If there is Other Information that accompanies the financial report in addition to the Operating Report, or if the Operating Report or any additional Other Information was not received on or before the date of the audit report, please refer to the requirements stated in *ASA 720 The Auditor's Responsibilities Relating to Other Information* for example wording.
8. The subheading 'Report on Other Legal and Regulatory Requirements' is only applicable where the auditor includes 'Other reporting responsibilities' in accordance with *ASA 700 Forming an Opinion and Reporting on a Financial Report*. Please delete the 'Report on Other Legal and Regulatory Requirements' section if there is no deficiency, failure or shortcoming to report.
9. Please ensure that the financial statement descriptions used in the Auditor's Report agree with those used in the financial report, for example, 'balance sheet' or 'statement of financial position'.
10. Use of 'Committee of Management' in the model auditor's report represents those charged with governance for the registered organisation, and can be replaced with other descriptors as appropriate for the organisation, for example, 'Council of Management', 'Executive Committee', etc.
11. If the Registered Organisation has not undertaken any recovery of wages activity during the reporting period the auditor's report should state that fact with reference

to the Committee of Management Statement, and no opinion can be provided in relation to recovery of wages activity.

12. Auditors must be registered by the Registered Organisations Commissioner. Your registration number under the RO Act will commence with the letters 'AA'.

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This guidance note is not intended to be comprehensive. It is designed to assist with making an application to the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.