



15 July 2019

Mary Franklyn
Branch General Secretary
Australian Education Union-Western Australia Branch

Sent via email: contact@sstuwa.org.au
CC: Barry-John@drykirkness.com.au

Dear Mary Franklyn,

**Australian Education Union-Western Australia Branch
Financial Report for the year ended 31 December 2018 – (FR2018/372)**

I acknowledge receipt of the financial report of the Australian Education Union-Western Australia Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 18 June 2019.

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 31 December 2019 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. 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.

Designated officer's certificate

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 presented to a meeting in accordance with section 266.

I note that the designated officer's certificate provided did not include the date the financial report was presented to such a meeting. This information relating to the section 266 meeting was separately disclosed in the cover letter signed by the designated officer of the branch which was also lodged with the ROC on 18 June 2019.

In future years, please ensure the designated officer's certificate includes all the required information in accordance with section 268.

General purpose financial report (GPFR)

Officer's declaration statement – to include all nil activity disclosures not elsewhere disclosed

Item 21 of the reporting guidelines (**RGs**) states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. I note that the officer's declaration statement includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the body of the notes:

- "Agreeing to provide financial support to another reporting unit to ensure they continue as a going concern" is disclosed in both Note 1g and the officer's declaration statement;
- "Transferring to or withdrawing from a fund (other than the general fund), account, asset or controlled entity" is disclosed in both Note 9 and the officer's declaration statement;
- "Having a payable with other reporting unit(s)", "having payable to an employer for that employer making payroll deductions of membership subscriptions" and "having a payable in respect of legal costs relating to litigation and other legal matters" are disclosed in both Note 6 and the officer's declaration certificate; and
- "Having employee provisions in respect of office holders and employees other than office holders" is disclosed in both Note 7 and the officer's declaration certificate.

I also note that the body of the notes includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the financial statements:

- "Providing cash flows to another reporting unit and/or controlled entity" and "receiving cash flow from another reporting unit and/or controlled entity" are disclosed in both the statement of cash flow and Note 8.

Please note that nil activities only need to be disclosed once.

Inconsistency in disclosure of financial information

The statement of changes in equity discloses a balance of members' funds of \$13,627 as at 31 December 2018. The officer's declaration statement includes a nil disclosure in relation to a balance in the general fund. It would appear that members' funds is the reporting unit's general fund.

In future years, please ensure that items within the financial report are disclosed consistently.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 RGs and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 RGs and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at kylie.ngo@roc.gov.au.

Yours sincerely,



Kylie Ngo
Registered Organisations Commission



Australian Education Union (W.A. Branch)
1 West Street, West Perth WA 6005
PO Box 212, West Perth WA 6872
(08) 9210 6000 | 1800 199 073
contact@sstuwa.org.au | sstuwa.org.au
ABN: 87 305 684 382

Our Ref: MF:SS:19-08721

18 June 2019

Registered Organisations Commission
Via email: regorgs@roc.gov.au

Dear Sir / Madam

Please find enclosed the 2018 Audited Financial Report of the Australian Education Union Western Australia Branch which was presented to the General Meeting of Members on Saturday, 15 June 2019.

Yours faithfully

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

Enclosure

AUSTRALIAN EDUCATION UNION
WESTERN AUSTRALIAN BRANCH
ABN 87 305 684 382

FINANCIAL REPORT
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

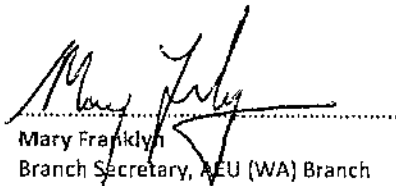
DRY KIRKNESS
West Perth

**BRANCH SECRETARY'S CERTIFICATE
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

I, Mary Franklyn being the Branch Secretary of the AEU (WA) Branch, certify:

- that the documents lodged herewith are copies of the full report for the AEU (WA) Branch for the 6 months ended 31 December 2018 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 10 May 2019, and
- that the full report was provided to members on 17 May 2019 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: 18 June 2019

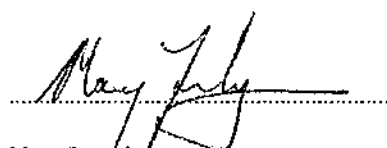
AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

REPORT REQUIRED UNDER SUBSECTION 255(2A)

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

The Branch Executive presents the expenditure report as required under subsection 255(2A) on the Branch for the 6 months ended 31 December 2018.

Categories of expenditure	6 months ended	12 months ended
	31 December 2018	30 June 2018
Remuneration and other employment-related costs and expenses - employees	\$ -	\$ -
Advertising	-	-
Operating costs	1,850	1,800
Donations to political parties	-	-
Legal costs	-	-


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Mary Franklyn
Branch Secretary, AEU (WA) Branch

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

Your Branch Executive presents its report of the Australian Education Union Western Australian Branch ("the reporting unit") for the 6 months ended 31 December 2018.

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

The principal activities of the reporting unit during the financial period 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 period, the activities of the reporting unit were suitably carried out.

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

Significant Changes in Financial Affairs

The (deficit)/surplus from ordinary activities amounted to \$(1,850) for the 6 months ended 31 December 2018 [12 months ended 30 June 2018: \$8,200].

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 6 MONTHS ENDED 31 DECEMBER 2018

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

16,355 members for the 6 months ended 31 December 2018.

Number of Employees

0 employees for the 6 months ended 31 December 2018.

Payments to Employers

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

Names of Branch Council members and period positions held during the period 01 July 2018 to 31 December 2018 were:

BRANCH PRESIDENT

Patricia Byrne

BRANCH SENIOR VICE PRESIDENT

Paul Bridge

BRANCH SECRETARY

Mary Franklyn

BRANCH VICE PRESIDENT

Samantha Schofield

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

Names of Branch Council members and period positions held during the period 01 July 2018 to 31 December 2018 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
Jan Lau
Lisa Nelson
Anne Tumak

BRANCH COUNCILLORS 01 July 2018 to 31 December 2018:

Karen Baldwin
Justine Moorman
Bob O'Neill
Renee Chapple
Shane Jamieson
Bill Kilner
Natasha Schmitt
Vanessa Williamson
Geoff MacNicol
Lydia Cavallaro
Jade Elvin
Geoff Chambers
Caroline Kelly

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

OPERATING REPORT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

Names of Branch Council members and period positions held during the period 01 July 2018 to 31 December 2018 were (CONT'D):

BRANCH COUNCILLORS 01 July 2018 to 31 December 2018 (CONT'D):

Tracey McCarthy
Heather Riseberry
Jo-Anne Talbot
Ruth Zahwe
Alana Arcus
Michelle Murphy
Anne Gisborne
Natalie Edwards
Julie Anne Ellis
Gail Fetterroll
Brendon Hill
Arnah Mallon
Linda Valdrighi
Lisa Yang
Julian Agafonoff
Sheena Chaplin
Trish Chapman
Atanas Dimitrof
David Felstead
Jasmine Harris
Josephine Lundy
Victor Lundy
Stacey Scorer
Sue Smith
Bradley Young
Amy Blitvich
Helene Offer
Peter Sharrett
Tristan Broomhall
Steve Cox
Jen Heath
Daniel Howell
Daron Keogh
Glyn Parry
Renee Skehan
Brenda Wann
Karl Birkelbach

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH


OPERATING REPORT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

Names of Branch Council members and period positions held during the period 01 July 2018 to 31 December 2018 were (CONT'D):

BRANCH COUNCILLORS 01 July 2018 to 31 December 2018 (CONT'D):

Robynn Blay
Samuel Charles
Rebecca Collins
Glen Cookson
Stephanie Hughes
Suzy Rea
Nicholas Virgona
Rachel Hassett
Pat Burke
Rick McMahon
Sarah Murray
Gail Reed
Diane Baker
Amanda Fowler
Gary Hedger
Chas King
Carol Puskic
Richard Schiefler
Annie Vaughan
Graeme Morgan
Sonia Emery
Jasmine Porteous
Jacqueline Rogers
Nicola Sorrell
Ramona Wales
Kimberley Annear
Barbara Van Trigt


Mary Frandy
AEU (WA) Branch Secretary

Date: 10 May 2019

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

BRANCH EXECUTIVE STATEMENT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

On 10 May 2019, 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 6 months ended 31 December 2018:

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 period 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 period to which the GPFR relates and since the end of that period:
 - (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 Fair Work Commission under section 273 of the RO Act, there has been compliance.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

BRANCH EXECUTIVE STATEMENT

FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

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

Dated: 10 MAY 2019

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 31 December 2018, the statement of profit or loss and other comprehensive income, statement of changes in members' funds and statement of cash flows for the 6 months then ended, notes to the financial statements, including a summary of significant accounting policies, the Branch Executive Statement, the subsection 255(2A) report and the Branch Secretary Declaration 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 31 December 2018, and of its financial performance and its cash flows for the 6 months then 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 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 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 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 auditor registered under the RO Act.

B ROTHMAN

Partner

Registered Auditor No. AA2017/10

Date: 10 May 2019

Perth, Western Australia

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2018**

	NOTE	31 December 2018 \$	30 June 2018 \$
CURRENT ASSETS			
Cash and cash equivalents	4	13,602	15,297
Trade and other receivables	5	25	180
		-----	-----
TOTAL CURRENT ASSETS		13,627	15,477
		-----	-----
TOTAL ASSETS		13,627	15,477
		-----	-----
NET ASSETS		13,627	15,477
		=====	=====
MEMBERS' FUNDS			
Accumulated Funds		13,627	15,477
		-----	-----
TOTAL MEMBERS' FUNDS		13,627	15,477
		=====	=====

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 6 MONTHS ENDED 31 DECEMBER 2018

	NOTE	6 months ended 31 December 2018 \$	12 months ended 30 June 2018 \$
Revenue	2	-	10,000
Expenses	3	(1,850)	(1,800)
(Deficit)/surplus from ordinary activities before income tax expense		(1,850)	8,200
Income tax expense relating to ordinary activities	1(a)	-	-
Net (deficit)/surplus from ordinary activities after income tax expense		(1,850)	8,200
Other comprehensive (loss)/income		-	-
Total comprehensive (loss)/income for the year		(1,850)	8,200
Total comprehensive (loss)/income attributable to members of the Branch		(1,850)	8,200

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**STATEMENT OF CHANGES IN MEMBERS' FUNDS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

	Accumulated Funds	Total
	\$	\$
Balance at 1 July 2017	7,277	7,277
Comprehensive income		
Surplus attributable to members of the Branch	8,200	8,200
Other comprehensive income for the year	-	-
	-----	-----
Total comprehensive income attributable to members of the Branch for the year	8,200	8,200
	-----	-----
Balance at 30 June 2018	15,477	15,477
Comprehensive income		
Deficit attributable to members of the Branch	(1,850)	(1,850)
Other comprehensive loss for the 6 months ended	-	-
	-----	-----
Total comprehensive loss attributable to members of the Branch for the period	(1,850)	(1,850)
	-----	-----
Balance at 31 December 2018	13,627	13,627
	=====	=====

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

STATEMENT OF CASH FLOWS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

	NOTE	6 months ended 31 December 2018 \$	12 months ended 30 June 2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from donations and government		-	10,000
Receipts from other reporting units/controlled entity(s)	8 b)	-	-
Payments for expenses		(1,695)	(3,580)
Payments to other reporting units/controlled entity(s)	8 c)	-	-
		-----	-----
Net cash (outflows)/inflows from operating activities	8 a)	(1,695)	6,420
		-----	-----
Net (decrease)/increase in cash held		(1,695)	6,420
		-----	-----
Cash at beginning of financial year		15,297	8,877
		-----	-----
Cash at end of financial year	4	13,602	15,297
		=====	=====

The accompanying notes form part of these financial statements

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

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. Except where stated, no allowance is made for the effect of changing prices on the results of the financial position. The financial statements are presented in Australian dollars and amounts presented in the financial statements have been rounded to the nearest dollar.

These financial statements were authorised for issue on 10 May 2019.

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.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Comparative Figures

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

During the reporting period, the Branch changed its reporting period from 30 June to 31 December. The current reporting period is for 6 months, whereas the comparative figures are for 12 months.

e) 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.

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.

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.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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 15: *Revenue from Contracts with Customers* (applicable to annual reporting periods beginning on or after 1 January 2019). 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.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) New Accounting Standards for Application in Future Periods (Continued)

- AASB 2016-7: *Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities*

This Standard amends the mandatory effective date (application date) of AASB 15 for not-for-profit entities so that AASB 15 is required to be applied by such entities for annual reporting periods beginning on or after 1 January 2019 instead of 1 January 2018.

Therefore, this Standard also defers, for not-for-profit entities, the consequential amendments that were originally set out in AASB 2-14-5: *Amendments to Australian Accounting Standards arising from AASB 15*. This deferral is achieved by restating the effective date of the amendments set on in AASB 2015-8: *Amendments to Australian Accounting Standards – Effective Date of AASB 15* as they apply to not-for-profit entities.

Earlier application of AASB 15 is permitted for not-for-profit entities for annual reporting periods beginning before 1 January 2019, provided AASB 1058: *Income for Not-for-profit Entities* is also applied to the same period.

- AASB 16: *Leases* (applicable to annual reporting periods beginning on or after 1 January 2019).

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

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) New Accounting Standards for Application in Future Periods (Continued)

- AASB 1058: *Income of Not-for-Profit Entities* (applicable to annual reporting periods beginning on or after 1 January 2019)

This Standard is applicable to transactions that do not arise from enforceable contracts with customers involving performance obligations.

The significant accounting requirements of AASB 1058 are as follows:

- Income arising from an excess of the initial carrying amount of an asset over the related contributions by owners, increases in liabilities, decreases in assets and revenue should be immediately recognised in profit or loss. For this purpose, the assets, liabilities and revenue are to be measured in accordance with other applicable Standards.
- Liabilities should be recognised for the excess of the initial carrying amount of a financial asset (received in a transfer to enable the entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity) over any related amounts recognised in accordance with the applicable Standards. The liabilities must be amortised to profit or loss as income when the entity satisfies its obligations under the transfer.

An entity may elect to recognise volunteer services or a class of volunteer services as an accounting policy choice if the fair value of those services can be measured reliably, whether or not the services would have been purchased if they had not been donated. Recognised volunteer services should be measured at fair value and any excess over the related amounts (such as contributions by owners or revenue) immediate recognised as income in profit or loss.

Although the Branch anticipate that the adoption of AASB 1058 may have an impact on the Branch's financial statements, it is impracticable at this stage to provide a reasonable estimate of such an impact.

i) Critical Accounting Estimates and Judgements

There are no critical accounting estimates and judgements identified that have a significant risk of causing a material adjustment to the carrying amounts of assets or liabilities within the next reporting period.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

	6 months ended 31 December 2018 \$	12 months ended 30 June 2018 \$
2. REVENUE		
The Branch received the followings during the period:		
a) Capitation fees (Note 10)	-	-
b) Other revenue from another reporting unit	-	-
c) Compulsory levies and appeals for voluntary contributions	-	-
d) Membership subscriptions	-	-
e) Grants or donations		
- Donations	-	10,000
3. EXPENSES		
a) Employee expenses-		
- Holders of office	-	-
- Employees other than office holders	-	-
b) Capitation fees and other expense to another reporting unit	-	-
c) Affiliation fees/subscriptions	-	-
d) Administration expenses-		
- Total paid to employers for payroll deductions of membership subscriptions	-	-
- Compulsory levies	-	-
- Fees and allowances – meetings and conferences	-	-
- Conference and meeting expenses	-	-
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 6 MONTHS ENDED 31 DECEMBER 2018

		31 December 2018	30 June 2018
	NOTE	\$	\$
4. CASH AND CASH EQUIVALENTS			
CBA cheque account		13,602	15,297
	13	----- 13,602 =====	----- 15,297 =====
5. TRADE AND OTHER RECEIVABLES			
GST receivable from the Australian Taxation Office		25	180
Receivables from other reporting units		-	-
Less provision for doubtful debts		-	-
		----- 25	----- 180
		=====	=====
Loans and receivables at amortised cost classified as trade and other receivables			
- Current trade and other receivables		25	180
Less: GST receivable		(25)	(180)
		----- -	----- -
Financial assets as loans and receivables	13	----- -	----- -
		=====	=====
6. TRADE AND OTHER PAYABLES			
CURRENT			
Accrued audit fee		-	-
Payables to other reporting units		-	-
Other payables-			
- Consideration payable to employers for payroll deductions		-	-
- Legal costs payable		-	-
	13	----- -	----- -
		=====	=====

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

	31 December 2018 \$	30 June 2018 \$
7. PROVISIONS		
Employee provisions -		
- Office holders	-	-
- Employees other than office holders	-	-
	-----	-----
	-	-
	=====	=====
 8. CASH FLOW INFORMATION		
	6 months ended 31 December 2018 \$	12 months ended 30 June 2018 \$
a) Reconciliation between operating (deficit)/surplus and cash flow from operating activities		
(Deficit)/surplus for year	(1,850)	8,200
Changes in assets and liabilities:		
Decrease/(Increase) in receivables	(155)	(20)
(Decrease)/Increase in payables	-	(1,760)
	-----	-----
Net cash provided by operating activities	(1,695)	6,420
	=====	=====
b) Cash inflows from other reporting units/controlled entity(s)	-	-
c) Cash outflows to other reporting units/controlled entity(s)	-	-

9. 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 period.

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

There have been no transfers to or withdrawals from a fund (other than the general fund), account, asset or controlled entities for a specific purpose(s).

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

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 six months ended 31 December 2018 amounted to \$289,385 (year ended 30 June 2018: \$698,655).

11. KEY MANAGEMENT PERSONNEL REMUNERATION

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

	6 months ended 31 December 2018 \$	12 months ended 30 June 2018 \$
12. AUDITOR'S REMUNERATION		
Remuneration of the auditor of the Branch for:		
Audit of financial statements	1,850	1,800
Other services	-	-
	-----	-----
	1,850	1,800
	=====	=====

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018

13. FINANCIAL RISK MANAGEMENT

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

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139: *Financial Instruments: Recognition and Measurement* as detailed in the accounting policies to these financial statements, are as follows:

	NOTE	31 December 2018 \$	30 June 2018 \$
Financial assets			
Cash and cash equivalents	4	13,602	15,297
Loans and receivables	5	-	-
Total financial assets		<u>13,602</u> =====	<u>15,297</u> =====
Financial liabilities at amortised cost			
Payables	6	-	-
Total financial liabilities		<u>-</u> =====	<u>-</u> =====

12. FAIR VALUE MEASUREMENTS

The Branch has assessed that cash, trade receivables and payables approximate their carrying amounts largely due to the short-term maturities of these instruments

13. EVENT AFTER REPORTING PERIOD

No matters or circumstances have arisen since the end of the financial period 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.

14. 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.

AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

15. BRANCH DETAILS

The registered office of the Branch and its principal place of business are:
1 West Street
West Perth WA 6005

16. ACQUISITION OF ASSETS AND/OR LIABILITIES

The Branch has not acquired any assets or liabilities during the financial period 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.

17. 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).

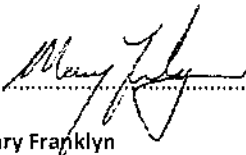
AUSTRALIAN EDUCATION UNION WESTERN AUSTRALIAN BRANCH

**BRANCH SECRETARY DECLARATION STATEMENT
FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**

I, Mary Franklyn, being the Branch Secretary of the Australian Education Union Western Australian Branch, declare that the following activities did not occur during the 6 months ended 31 December 2018.

The reporting unit did not:

- agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not dollar amount)
- agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount)
- receive revenue from undertaking recovery of wages activity
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- have a payable with other reporting unit(s)
- have a payable to an employer for that employer making payroll deductions of membership subscriptions
- have a payable in respect of legal costs relating to litigation
- have a payable in respect of legal costs relating to other legal matters
- have employee provisions in respect of office holders
- have employee provisions in respect of employees other than office holders
- have a balance within the general fund
- make a payment to a former related party of the reporting unit


.....
Mary Franklyn

Date: 10 May 2019



21 January 2019

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

Dear Ms Franklyn,

**Re: Lodgement of Financial Report - [FR2018/372]
*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 31 December 2018. 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 the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, namely on or before 31 March 2019.

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. Currently penalties are up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual and may be 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 its rules) no later than 30 June 2019 (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 (see attached *Loans Grants and Donations* fact sheet FS 009). 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.

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, as set out above, being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Subsection 255(2A) report

A general purpose financial report prepared under section 253 of the RO Act must also include the expenditure report required to be prepared under subsection 255(2A) as prescribed by reporting guideline 22. A copy of the latest reporting guidelines for the purpose of section 253 is available on our [website](#).

It should be noted that the subsection 255(2A) report must be identified by title in the auditor's report in accordance with paragraph 24(c) of Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report*.

A [fact sheet](#) is available on our website which provides guidance on the reporting requirements under subsection 255(2A) of the RO Act.

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,

Kylie Ngo
Registered Organisations Commission

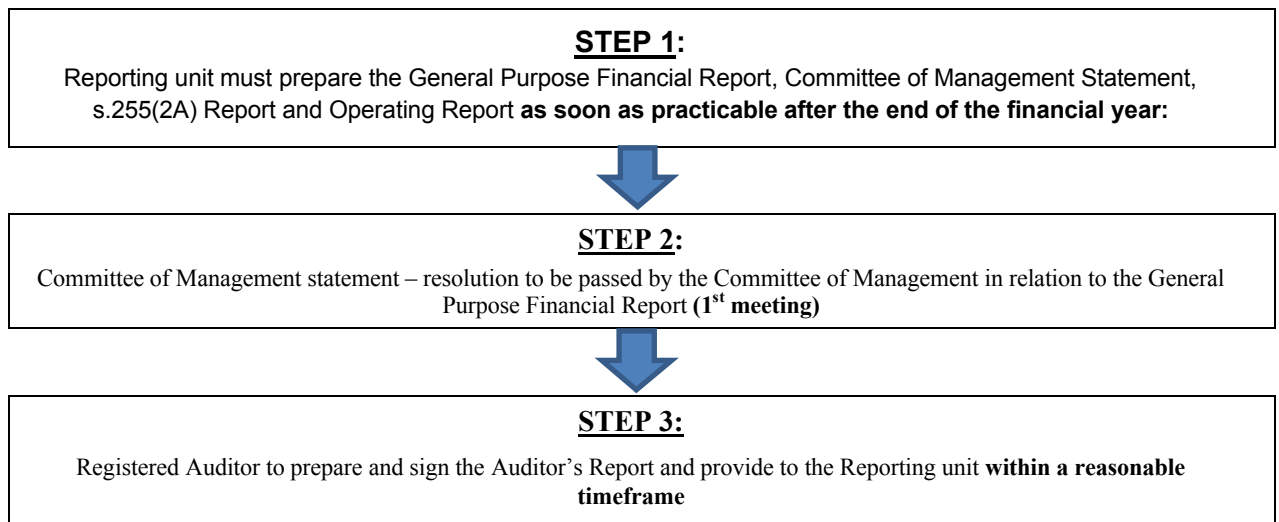


Fact sheet

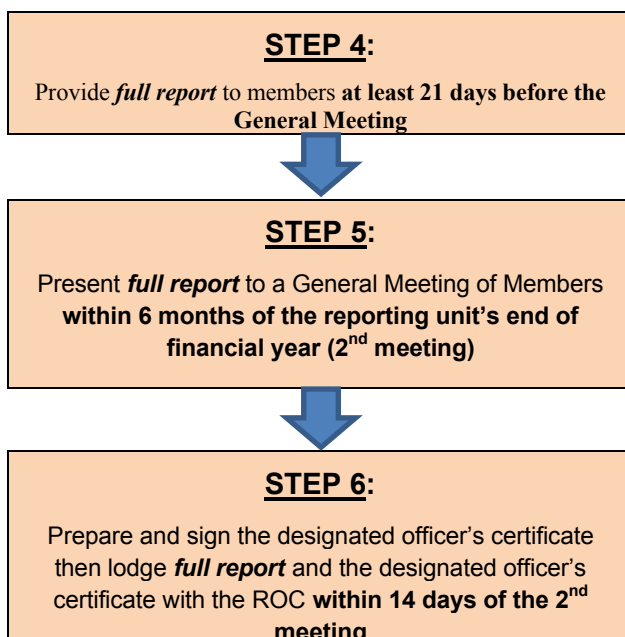
Summary of financial reporting timelines – s.253 financial reports

General Information:

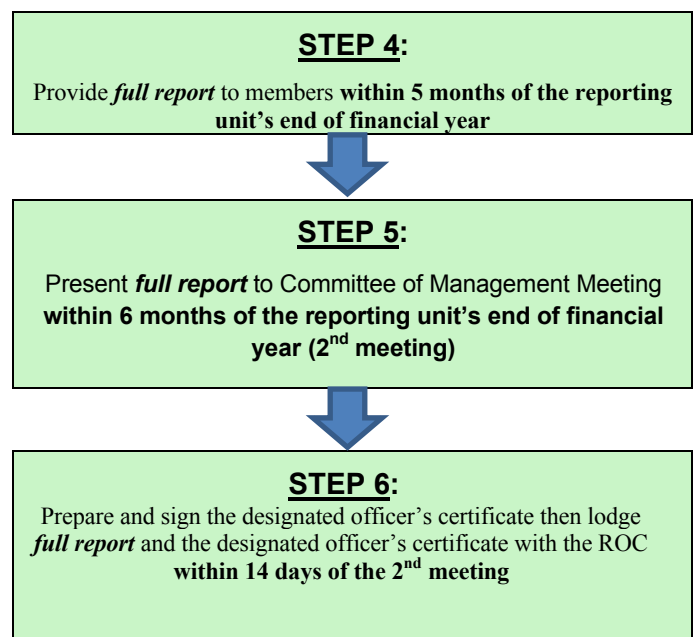
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT
AT **GENERAL MEETING OF MEMBERS**
(this is the default process in the RO Act)





















IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT
COMMITTEE OF MANAGEMENT MEETING
(Special rules must be in the rulebook to use this process)



Misconceptions

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

Misconception	Requirement
<p> The Committee of Management statement is just copied from the Reporting Guidelines</p>	<p> The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p>
<p> The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p>	<p> The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p>
<p> The Designated Officer's Certificate must be signed before the report is sent to members</p>	<p> The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p>
<p> Documents can be dated when they should have been signed or when the events in the document occurred</p>	<p> Documents must always be dated at the date they are actually signed by an officer or auditor</p>
<p> Any auditor can audit a financial report</p>	<p> Only registered auditors can audit the financial report</p>
<p> The Committee of Management statement can be signed at any time</p>	<p> The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p>
<p> Any reporting unit can present the Full Report to a second COM meeting</p>	<p> Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p>
<p> Everything can be done at one Committee of Management meeting</p>	<p> If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p>
<p> The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p>	<p> The reporting unit must lodge the financial report within 14 days of the second meeting</p>

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.



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
<p>x Only reporting units must lodge the Statement.</p>	<p>✓ 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.</p>
<p>x Employees can sign the Statement.</p>	<p>✓ The statement must be signed by an elected officer of the relevant branch.</p>
<p>x Statements can be lodged with the financial report.</p>	<p>✓ 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.</p>

Grants & Donations within the Financial Report

Item 14(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:	2017	2016
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner’s Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer’s declaration statement, 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

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