



AUSTRALIAN INDUSTRIAL REGISTRY

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

**Ref: FR2002/618-[009V]
FR2003/320-[009V]**

Mr Terry Snee
Federal President
The Australian Institute of Marine & Power
Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Snee

**Re: The Australian Institute of Marine and Power Engineers
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial years ended 30 June 2002 and 30 June 2003.

There is as yet no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements for the year ended 30 June 2002. I would appreciate your written advice by **30 July 2003** as to when this information is expected to be lodged in the Industrial Registry, or your advice as to any problems which may be preventing the lodgement of the documents.

Now that the financial year 30 June 2003 has also ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, or any aspect of this letter.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

17 July 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/320 -[009V]

Mr Terry Snee
Federal President
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Snee

**Re: The Australian Institute of Marine and Power Engineers
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice **by 5 May 2004** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)

5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/320**.

Yours sincerely



Belinda Penna

E-mail: belinda.penna@air.gov.au

14 April, 2004



AIMPE

3/320

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No.:

FF/1/0

May 5, 2004

Ms Belinda Penna
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Ms Penna,

Re: Financial Accounts 2002-2003

Further to your letter of 14 April 2004, I write to advise as follows:

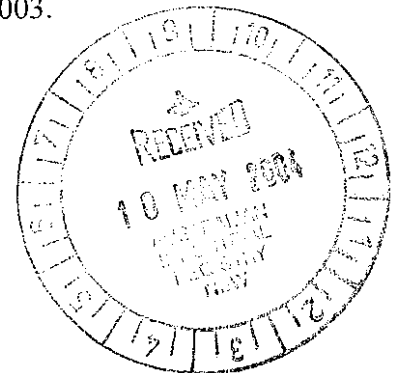
- 1) the financial accounts and statements required by the Act have been prepared signed copies of same are attached;
- 2) the auditors report has been prepared and a signed copy of same is attached;
- 3) it is AIMPE's intention to mail to all members a copy of each of the above documents by 10 May 2004;
- 4) it is further intended to seek the members' approval of the accounts at the Annual General Meeting scheduled for 25th May 2004.
- 5) if and when the accounts are approved by the members, then it is intended to file the required copies in the Australian Industrial Registry together with the necessary certificate.

A separate letter will address the issue of donations for 2002-2003.

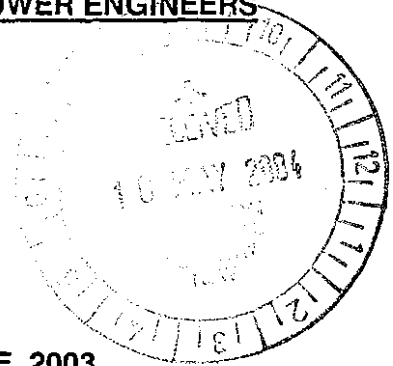
Yours faithfully,

MARTIN BYRNE
FEDERAL TREASURER

MB: js
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Enc 2003



AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS



FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE, 2003

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**FORRESTS ROBERTS BAZBAUERS & KINDRED
CHARTERED ACCOUNTANTS
SYDNEY**

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

FEDERAL EXECUTIVE CERTIFICATE

We, PHILLIP CHARLES OLSEN and MARTIN BYRNE, being two members of the Federal Executive do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- (i) in the opinion of the Federal Executive, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2003;
- (ii) in the opinion of the Federal Executive, meetings of the Executive were held during the year ended 30th June 2003 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Executive there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(1) of the Workplace Relations Act, 1996) or copies of those records or documents or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto or the rules of the organisation; and
- (iv) the organisation has complied with sub-section 279(1) and (6) of the Act in relation, to the financial accounts in respect of the year ended 30th June, 2002 and the auditors' report thereon.


.....

.....

Signed at SYDNEY this 19th day of MARCH, 2004

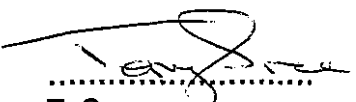
AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

ACCOUNTING OFFICER'S CERTIFICATE

I, T. Snee, being the Officer responsible for keeping the accounting records certify that as at 30th June 2003 the number of members of the organisation was 2396.

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June, 2003
- (ii) a record has been kept of all monies paid by or collected from the members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with rules of the organisation;
- (iii) before any expenditure was incurred, approval was obtained in accordance with the rules of the organisation;
- (iv) with regards to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect of their full-time employment with the organisation were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act, 1996.


.....
T. Snee

Signed at SYDNEY / this 13th day of MARCH , 2004

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

AUDITORS' REPORT

We have examined the accounting and other records of the organisation in respect of the year ended 30th June, 2003 and have received all the information and explanations we required for the purposes of our audit.

In our opinion:-

- (i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation (including income from members) and the nature and purposes of expenditure; and
- (ii) the attached accounts and statements prepared under the historical cost convention, and in accordance with Section 273 of the Workplace Relations Act, 1996, are properly drawn up so as to give a true and fair view of :-
 - (a) the financial affairs of the organisation as at 30th June 2003;
 - (b) the income and expenditure, and surplus/(deficit) of the organisation for the year ended on that date.

The names of the branches of the organisation which we have not acted as auditor are Queensland, Victoria, Newcastle and Western Australia. We have examined their accounts and the Auditor's Reports thereon.

No Auditor's report on the Accounts of any of the branches was made subject to any qualification, or included any comment under Sub-Section 5 of Section 276 of that Act.



.....
RE Bazbauers B.Com F.C.A.

Partner

.....
FORREST ROBERTS BAZBAUERS & KINDRED
Chartered Accountants

Signed at *Chatswood* this *19th* day of *March*, 2004

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

BALANCE SHEET AS AT JUNE 2003

	NOTE	2003 \$	2002 \$
GENERAL FUND ACCOUNT			
Balance as at June 30th		1,665,555	1,554,301
Asset Revaluation Reserve	5	1,376,718	1,601,462
Capital Realisation Reserve		<u>1,096,796</u>	<u>1,096,796</u>
		<u>4,139,069</u>	<u>4,252,559</u>
Represented by:-			
CURRENT ASSETS			
Cash on Hand		3,083	3,083
Cash at Bank		187,585	192,354
Sundry Debtors		<u>14,896</u>	<u>7,038</u>
		<u>205,564</u>	<u>202,475</u>
Less:-			
CURRENT LIABILITIES			
Membership Contributions Received in Advance		233,816	101,780
Sundry Creditors and Accruals		91,595	105,490
Provision for Annual Leave	3	<u>116,141</u>	<u>147,168</u>
		<u>441,552</u>	<u>354,438</u>
NET CURRENT ASSETS		(235,988)	(151,963)
Add:-			
FIXED ASSETS			
Freehold Land and Buildings	6	2,752,287	3,534,186
Motor Vehicles		70,241	67,783
Furniture and Fittings		30,659	35,968
Office Equipment		42,800	38,353
Sundry Assets	6	<u>6,428</u>	<u>7,548</u>
		<u>2,902,415</u>	<u>3,683,838</u>
INVESTMENTS			
Units in Listed Trusts and Managed Funds - at market value	7	457,412	475,465
Securities in Listed Companies - at market value		864,090	-
Shares in Listed Companies - at market value		55,879	47,741
Bank Term Deposits		<u>250,392</u>	<u>340,711</u>
		<u>1,627,773</u>	<u>863,917</u>
Less:-			
NON CURRENT LIABILITIES			
Provision for Long Service Leave	3	<u>155,131</u>	<u>143,233</u>
NET ASSETS		<u>4,139,069</u>	<u>4,252,559</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2003

	NOTE	2003 \$	2002 \$
INCOME			
Membership Contributions (including arrears, entrance fees and less refunds), Levies and On Watch			
Advertising/Subscriptions		1,070,415	1,022,502
Interest Received		63,440	13,254
Distributions Received		14,816	30,917
Dividends Received		2,592	2,390
Rent		88,858	84,474
Sundry		17,354	1,917
Realised Gain/(Loss) on Investments		373,673	23,172
Unrealised Gain/(Loss) on Investments		(62,185)	(71,018)
TOTAL INCOME		<u>1,568,963</u>	<u>1,107,608</u>
EXPENDITURE			
PERSONNEL			
Salaries - Officials and Staff	3 / 9	683,688	802,695
Superannuation		97,203	101,606
Clothing Allowance	9	-	-
Payroll Tax		16,533	7,528
Staff Training		82	-
Workers Compensation Insurance		10,037	7,107
		<u>807,543</u>	<u>918,936</u>
COMMUNICATIONS			
Casual Typing		9,620	9,620
Postage & Freight		6,631	6,830
Printing & Stationery		8,330	8,868
Repairs & Maintenance - Office Equipment		6,155	5,129
Telephone, Internet & Facsimile		45,292	53,919
Fringe Benefits Tax		9,531	10,007
		<u>85,559</u>	<u>94,373</u>
BUILDING			
Cleaning & Maintenance		36,285	21,267
Insurance		20,098	16,018
Light & Power		6,021	6,070
Rates, Taxes & Land Tax		30,663	49,040
Valuation Fees		591	-
		<u>93,658</u>	<u>92,395</u>
TRAVEL AND ACCOMMODATION	10	28,099	43,292

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
MOTOR VEHICLE EXPENSES			
Motor Vehicle Running Costs		18,236	19,327
Fringe Benefits Tax		<u>2,782</u>	<u>2,794</u>
		<u>21,018</u>	<u>22,121</u>
OTHER ADMINISTRATION			
Audit and Accountancy	8	28,480	28,967
Advertising		135	-
Affiliation Fees		29,865	30,462
Bank Charges and Government Duties		13,228	12,849
Donations		1,130	16,502
Entertainment		831	236
Legal Fees		131,850	12,467
Publications		14,308	20,982
Staff Amenities		2,466	2,692
Sundry Expenses		<u>2,535</u>	<u>6,675</u>
		<u>224,828</u>	<u>131,832</u>
PROJECTS	4	94,350	81,583
MISCELLANEOUS			
Depreciation - Buildings	1/6	20,918	28,080
Depreciation - Other On Watch	1	34,158	38,320
		<u>47,578</u>	<u>52,635</u>
		<u>102,654</u>	<u>119,035</u>
TOTAL EXPENDITURE		<u>1,457,709</u>	<u>1,503,567</u>
OPERATING SURPLUS/(DEFICIT)		111,254	(395,959)
Add: - General Fund Balance 1st July		<u>1,554,301</u>	<u>1,950,260</u>
GENERAL FUND BALANCE 30TH JUNE		<u>1,665,555</u>	<u>1,554,301</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30TH JUNE 2003

	NOTE	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES:-			
RECEIPTS:-			
Contributions, Entrance Fees and Levies Received from Members and "On Watch" Subscriptions		1,325,856	1,031,796
Interest Received		63,844	15,230
Dividends Received		19	8
Rent Income Received		97,261	91,869
Other Income Received		19,089	5,343
TOTAL RECEIPTS		<u>1,506,069</u>	<u>1,144,246</u>
PAYMENTS:-			
Payments to Suppliers and Employees		1,421,341	1,385,739
Payment Relating to Projects		103,785	89,741
Payments Relating to "On Watch"		52,336	57,899
TOTAL PAYMENTS		<u>1,577,462</u>	<u>1,533,379</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	11a	<u>(71,393)</u>	<u>(389,133)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:-			
RECEIPTS			
Redemption of Units in Trusts and Managed Funds		104,100	652,872
Proceeds from Sale of Property, Plant and Equipment		906,840	-
TOTAL RECEIPTS		<u>1,010,940</u>	<u>652,872</u>
PAYMENTS:-			
Securities in Listed Companies		900,000	-
Units in Trusts and Managed Funds		100,000	300,000
Payment for Property, Plant and Equipment		34,635	21,145
TOTAL PAYMENTS		<u>1,034,635</u>	<u>321,145</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(23,695)</u>	<u>331,727</u>
Net Increase / (Decrease) in Cash Held		(95,088)	(57,406)
Cash at the Beginning of the Financial year		536,148	593,554
CASH AT THE END OF THE FINANCIAL YEAR	11b	<u>441,060</u>	<u>536,148</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

1. ACCOUNTING METHODS

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis except for levies which are on an accrual basis. Otherwise, the accounts are prepared under historical cost convention and in accordance with the Accounting Standard jointly issued by the Australian Professional Accounting Bodies. In particular:-

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets, except for the revaluation of Land and Buildings.
- (b) Depreciation of fixed assets is calculated on the straight line/reducing balance basis in order to write the assets off over their useful life, except for Freehold Land which has not been depreciated. Buildings have been depreciated from the beginning of the period in accordance with the Accounting Standards, at rates based on the remaining useful life of each building.
- (c) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Division 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274, which reads as follows:-

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

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	2003	2002
	\$	\$
3. PROVISIONS FOR HOLIDAY PAY AND LONG SERVICE LEAVE		

The provisions have been charged to operational expenditure at salary levels applicable at 30th June 2003 to Salaries - Officials and Staff \$(19,129) (2002 \$37,139).

4. PROJECTS

Expenditure shown in the Income and Expenditure Account under projects are made up as follows:-

Dredges	965	1,281
Electricity Commission of New South Wales	1,987	971
Federal Council	19,761	10,036
Federal Executive	11,480	8,060
Federal President	19,381	13,086
International Conferences - I.T.F./I.M.O.	17,433	4,062
Maritime Industry Seagoing Award	4,370	24,370
NMITC/AMC Liaison Committee	2,999	554
Offshore	10,482	10,789
Port Services Award	578	790
Small Ships	536	-
Tourist Industry	81	-
Tugs	4,297	7,583
	<u>94,350</u>	<u>81,583</u>

5. ASSET REVALUATION RESERVE

Opening Balance	1,601,462	1,601,462
Revaluation increment on freehold land and buildings	-	-
Revaluation adjustment on sale of freehold land and buildings	(224,744)	-
Closing Balance	<u>1,376,718</u>	<u>1,601,462</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
6. FIXED ASSETS - BUILDING			
Sydney (at 2001 Independent Valuation) 9-11 Little Buckingham Street, Surry Hills		-	425,000
Sydney (at 2001 Independent Valuation) 7 Little Buckingham Street, Surry Hills		-	425,000
Sydney (at 2001 Independent Valuation) 52 Buckingham Street, Surry Hills		1,252,390	1,252,390
Sydney (at 2001 Independent Valuation) 58-60 Buckingham Street, Surry Hills		1,125,000	1,125,000
South Australia (at 1989 Valuation)		95,000	95,000
Newcastle (at 1989 Valuation)		125,000	125,000
Victoria (at 1989 Valuation)		275,000	275,000
Western Australia (at 1989 Valuation plus additions)		100,739	100,739
Queensland (at 1989 Valuation)		<u>95,000</u>	<u>95,000</u>
		3,068,129	3,918,129
Less:- Accumulated Depreciation		<u>315,842</u>	<u>383,943</u>
		<u><u>2,752,287</u></u>	<u><u>3,534,186</u></u>

Buildings have been depreciated to 30th June 2003

FIXED ASSETS - SUNDRY ASSETS

The following items are included in Sundry Assets:- Noise Level Meters; Bindings for Publications and Reports; Hot Water Systems; Telephone Installations.

7. INVESTMENTS

AMP Diversified Growth Fund (Cost 2003 \$505,944 / 2002 \$492,158)		457,412	475,465
		<u>457,412</u>	<u>475,465</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
8. AUDITOR'S REMUNERATION			
Amounts received, or due and receivable, by Auditors for:-			
Auditing the Accounts		<u>28,480</u>	<u>28,967</u>
Included above are amounts received, or due and receivable, by Auditors other than Forrest Roberts Bazbauers & Kindred			
Auditing the Accounts		<u>6,995</u>	<u>7,565</u>
9. SALARIES AND CLOTHING ALLOWANCE - OFFICIALS AND STAFF			
Salaries and Clothing Allowance, not including provisions for Long Service Leave and Annual Leave as shown in Note 3 comprise the following:-			
Honorary Elected Officials		416	728
Full Time Elected Officials		216,264	236,852
Staff		<u>486,137</u>	<u>527,976</u>
		<u>702,817</u>	<u>765,556</u>
10. TRAVEL AND ACCOMMODATION			
Head Office		20,329	35,330
Newcastle Branch		5,032	4,864
Victoria Branch		2,116	1,739
Western Australia Branch		121	456
Queensland Branch		410	752
Queensland District		-	-
Sydney Branch		-	60
South Australia Branch		<u>91</u>	<u>91</u>
		<u>28,099</u>	<u>43,292</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
11. STATEMENT OF CASH FLOWS			
a. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)			
OPERATING SURPLUS/(DEFICIT)		<u>111,254</u>	<u>(395,959)</u>
ADDBACK:-			
Realised Loss on Investments		-	-
Unrealised Loss on Investments		62,185	71,018
Depreciation		55,076	66,400
Increase in Sundry Creditors and Accruals		-	-
Increase in Provision for Annual Leave		-	21,634
Increase in Provision for Long Service Leave		11,898	15,505
Decrease in Sundry Debtors		-	11,483
Increase in Contributions Received in Advance		<u>132,036</u>	<u>-</u>
		<u>261,195</u>	<u>186,040</u>
		<u>372,449</u>	<u>(209,919)</u>
DEDUCT:-			
Realised Gain on Investments		373,673	23,172
Unrealised Gain on Investments		-	-
Distributions Reinvested		14,816	30,917
Dividend Reinvested		2,573	2,382
Decrease in Contributions Received in Advance		-	86,718
Increase in Sundry Debtors		7,858	-
Decrease in Sundry Creditors and Accruals		13,895	36,025
Decrease in Provision for Annual Leave		31,027	-
Decrease in Provision for Long Service Leave		-	-
		<u>443,842</u>	<u>179,214</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		<u>(71,393)</u>	<u>(389,133)</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
11. STATEMENT OF CASH FLOWS (Continued)			
b. Reconciliation of Cash:-			
For the purposes of the Statement of Cash Flows Cash includes Cash on Hand and in Banks and Investments in Money Market Instruments.			
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:-			
Cash on Hand		3,083	3,083
Cash at Bank		187,585	192,354
Deposits at Call		250,392	340,711
		441,060	536,148



Australian Government
Australian Industrial Registry

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

Mr Martin Byrne
Federal Treasurer
Australian Institute of Marine and Power Engineers
52 Buckingham St
SURRY HILLS NSW 2010

Dear Mr Byrne

Financial Return 2002 - 2003 (FR2003/320)

I refer to your letter of 5 May 2004 and the enclosures.

I note your organisation intended to present the financial statements and auditor's report to members at its Annual General Meeting of 25 May 2004.

If the documents were presented as planned, copies and the required certificate should now be lodged in the Registry. If lodgement is likely to be delayed for any reason, please advise details.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. McKerrow', written over a horizontal line.

Peter McKerrow
Assistant Manager

21 July 2004



Australian Government
Australian Industrial Registry

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

Mr Martin Byrne
Federal Treasurer
Australian Institute of Marine and Power Engineers
52 Buckingham St
SURRY HILLS NSW 2010

Dear Mr Byrne

Financial Returns (FR 2002/618 and FR2003/320)

I refer to previous correspondence and your discussions with Ms Penna of the Registry.

The following matters remain outstanding. Once this information is provided, both matters can be finalised.

FR2002/618

- confirmation in writing of the date the financial documents presented at the Annual General Meeting were provided to members. In your letter of 5 May 2004 you indicated these documents would be provided by 10 May 2004. If so, could you please confirm this occurred.

FR2003/320

I enclose a copy of my letter of 21 July 2004. If the documents were presented as planned, could you indicate:

- the date they were provided to members
- the date of the meeting at which they were presented

A copy of the documents presented to the meeting should now be lodged in the Industrial Registry.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter McKerrow', written over a horizontal line.

Peter McKerrow
Assistant Manager

10 September 2004



AIMPE

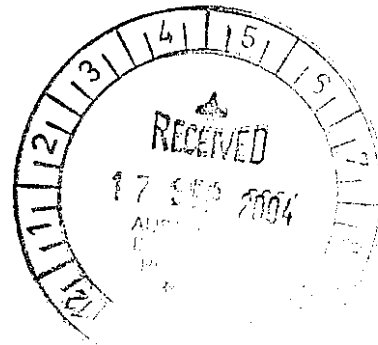
Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No.:

FF/1/0

September 14, 2004

Mr P Mc Kerrow
Assistant Manager
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



Dear Mr Mc Kerrow,

Re: Financial Returns

Please find enclosed a copy of the Financial Accounts for the Australian Institute of Marine and Power Engineers for the year ended 30 June 2002 together with the signed Auditors Report for the same period.

I can confirm that these Accounts and Report were provided to members by mail on or before 10 May 2004. I can further confirm that the said Accounts and Report were presented to the Annual General Meetings held in various locations around Australia on 25th May 2004. The Accounts and Report were approved by the members attending the Annual General Meetings on 25th May 2004.

Also enclosed is a copy of the Financial Accounts for the Australian Institute of Marine and Power Engineers for the year ended 30 June 2003 together with the signed Auditors Report for the same period.

I can confirm that these Accounts and Report were provided to members by mail on or before 10 May 2004. I can further confirm that the said Accounts and Report were presented to the Annual General Meetings held at various locations around Australia on 25th May 2004. The Accounts and Report were approved by the members attending the Annual General Meetings on 25th May 2004.

Yours faithfully,

Martin Byrne
FEDERAL TREASURER

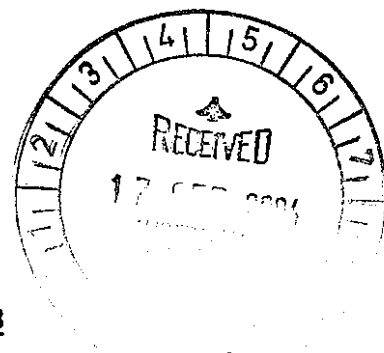
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AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 2003



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6. Statement of Cash Flows	7
7. Notes to the Accounts	8 - 13


FORRESTS ROBERTS BAZBAUERS & KINDRED
CHARTERED ACCOUNTANTS
SYDNEY

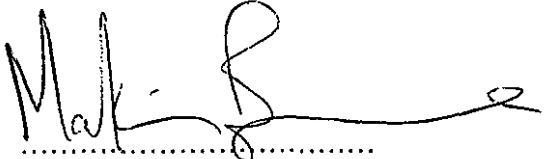
AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

FEDERAL EXECUTIVE CERTIFICATE

We, PHILLIP CHARLES OLSEN and MARTIN BYRNE, being two members of the Federal Executive do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- (i) in the opinion of the Federal Executive, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2003;
- (ii) in the opinion of the Federal Executive, meetings of the Executive were held during the year ended 30th June 2003 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Executive there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(1) of the Workplace Relations Act, 1996) or copies of those records or documents or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto or the rules of the organisation; and
- (iv) the organisation has complied with sub-section 279(1) and (6) of the Act in relation, to the financial accounts in respect of the year ended 30th June, 2002 and the auditors' report thereon.





Signed at SYDNEY this 19th day of MARCH, 2004

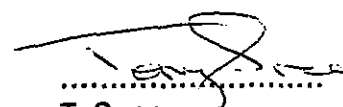
AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

ACCOUNTING OFFICER'S CERTIFICATE

I, T. Snee, being the Officer responsible for keeping the accounting records certify that as at 30th June 2003 the number of members of the organisation was 2396.

In my opinion:-

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June, 2003
- (ii) a record has been kept of all monies paid by or collected from the members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with rules of the organisation;
- (iii) before any expenditure was incurred, approval was obtained in accordance with the rules of the organisation;
- (iv) with regards to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect of their full-time employment with the organisation were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act, 1996.


.....
T. Snee

Signed at SYDNEY / this 19th day of MARCH, 2004

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

AUDITORS' REPORT

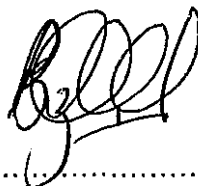
We have examined the accounting and other records of the organisation in respect of the year ended 30th June, 2003 and have received all the information and explanations we required for the purposes of our audit.

In our opinion:-

- (i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation (including income from members) and the nature and purposes of expenditure; and
- (ii) the attached accounts and statements prepared under the historical cost convention, and in accordance with Section 273 of the Workplace Relations Act, 1996, are properly drawn up so as to give a true and fair view of :-
 - (a) the financial affairs of the organisation as at 30th June 2003;
 - (b) the income and expenditure, and surplus/(deficit) of the organisation for the year ended on that date.

The names of the branches of the organisation which we have not acted as auditor are Queensland, Victoria, Newcastle and Western Australia. We have examined their accounts and the Auditor's Reports thereon.

No Auditor's report on the Accounts of any of the branches was made subject to any qualification, or included any comment under Sub-Section 5 of Section 276 of that Act.



.....
RE Bazbauers B.Com F.C.A.

Partner

**FORREST ROBERTS BAZBAUERS & KINDRED
 Chartered Accountants**

Signed at *Chatswood* this *19th* day of *March*, 2004

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

BALANCE SHEET AS AT JUNE 2003

	NOTE	2003 \$	2002 \$
GENERAL FUND ACCOUNT			
Balance as at June 30th		1,665,555	1,554,301
Asset Revaluation Reserve	5	1,376,718	1,601,462
Capital Realisation Reserve		<u>1,096,796</u>	<u>1,096,796</u>
		<u>4,139,069</u>	<u>4,252,559</u>
Represented by:-			
CURRENT ASSETS			
Cash on Hand		3,083	3,083
Cash at Bank		187,585	192,354
Sundry Debtors		<u>14,896</u>	<u>7,038</u>
		<u>205,564</u>	<u>202,475</u>
Less:-			
CURRENT LIABILITIES			
Membership Contributions Received in Advance		233,816	101,780
Sundry Creditors and Accruals		91,595	105,490
Provision for Annual Leave	3	<u>116,141</u>	<u>147,168</u>
		<u>441,552</u>	<u>354,438</u>
NET CURRENT ASSETS		(235,988)	(151,963)
Add:-			
FIXED ASSETS			
Freehold Land and Buildings	6	2,752,287	3,534,186
Motor Vehicles		70,241	67,783
Furniture and Fittings		30,659	35,968
Office Equipment		42,800	38,353
Sundry Assets	6	<u>6,428</u>	<u>7,548</u>
		<u>2,902,415</u>	<u>3,683,838</u>
INVESTMENTS			
Units in Listed Trusts and Managed Funds - at market value	7	457,412	475,465
Securities in Listed Companies - at market value		864,090	-
Shares in Listed Companies - at market value		55,879	47,741
Bank Term Deposits		<u>250,392</u>	<u>340,711</u>
		<u>1,627,773</u>	<u>863,917</u>
Less:-			
NON CURRENT LIABILITIES			
Provision for Long Service Leave	3	<u>155,131</u>	<u>143,233</u>
NET ASSETS		<u>4,139,069</u>	<u>4,252,559</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2003

	NOTE	2003	2002
		\$	\$
INCOME			
Membership Contributions (including arrears, entrance fees and less refunds), Levies and On Watch			
Advertising/Subscriptions		1,070,415	1,022,502
Interest Received		63,440	13,254
Distributions Received		14,816	30,917
Dividends Received		2,592	2,390
Rent		88,858	84,474
Sundry		17,354	1,917
Realised Gain/(Loss) on Investments		373,673	23,172
Unrealised Gain/(Loss) on Investments		(62,185)	(71,018)
TOTAL INCOME		<u>1,568,963</u>	<u>1,107,608</u>
EXPENDITURE			
PERSONNEL			
Salaries - Officials and Staff	3 / 9	683,688	802,695
Superannuation		97,203	101,606
Clothing Allowance	9	-	-
Payroll Tax		16,533	7,528
Staff Training		82	-
Workers Compensation Insurance		10,037	7,107
		<u>807,543</u>	<u>918,936</u>
COMMUNICATIONS			
Casual Typing		9,620	9,620
Postage & Freight		6,631	6,830
Printing & Stationery		8,330	8,868
Repairs & Maintenance - Office Equipment		6,155	5,129
Telephone, Internet & Facsimile		45,292	53,919
Fringe Benefits Tax		9,531	10,007
		<u>85,559</u>	<u>94,373</u>
BUILDING			
Cleaning & Maintenance		36,285	21,267
Insurance		20,098	16,018
Light & Power		6,021	6,070
Rates, Taxes & Land Tax		30,663	49,040
Valuation Fees		591	-
		<u>93,658</u>	<u>92,395</u>
TRAVEL AND ACCOMMODATION	10	28,099	43,292

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
MOTOR VEHICLE EXPENSES			
Motor Vehicle Running Costs		18,236	19,327
Fringe Benefits Tax		<u>2,782</u>	<u>2,794</u>
		<u>21,018</u>	<u>22,121</u>
OTHER ADMINISTRATION			
Audit and Accountancy	8	28,480	28,967
Advertising		135	-
Affiliation Fees		29,865	30,462
Bank Charges and Government Duties		13,228	12,849
Donations		1,130	16,502
Entertainment		831	236
Legal Fees		131,850	12,467
Publications		14,308	20,982
Staff Amenities		2,466	2,692
Sundry Expenses		<u>2,535</u>	<u>6,675</u>
		<u>224,828</u>	<u>131,832</u>
PROJECTS	4	94,350	81,583
MISCELLANEOUS			
Depreciation - Buildings	1/6	20,918	28,080
Depreciation - Other	1	34,158	38,320
On Watch		<u>47,578</u>	<u>52,635</u>
		<u>102,654</u>	<u>119,035</u>
TOTAL EXPENDITURE		<u>1,457,709</u>	<u>1,503,567</u>
OPERATING SURPLUS/(DEFICIT)		111,254	(395,959)
Add: - General Fund Balance 1st July		<u>1,554,301</u>	<u>1,950,260</u>
GENERAL FUND BALANCE 30TH JUNE		<u>1,665,555</u>	<u>1,554,301</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30TH JUNE 2003

	NOTE	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES:-			
RECEIPTS:-			
Contributions, Entrance Fees and Levies Received from Members and "On Watch" Subscriptions		1,325,856	1,031,796
Interest Received		63,844	15,230
Dividends Received		19	8
Rent Income Received		97,261	91,869
Other Income Received		19,089	5,343
TOTAL RECEIPTS		<u>1,506,069</u>	<u>1,144,246</u>
PAYMENTS:-			
Payments to Suppliers and Employees		1,421,341	1,385,739
Payment Relating to Projects		103,785	89,741
Payments Relating to "On Watch"		52,336	57,899
TOTAL PAYMENTS		<u>1,577,462</u>	<u>1,533,379</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	11a	<u>(71,393)</u>	<u>(389,133)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:-			
RECEIPTS			
Redemption of Units in Trusts and Managed Funds		104,100	652,872
Proceeds from Sale of Property, Plant and Equipment		906,840	-
TOTAL RECEIPTS		<u>1,010,940</u>	<u>652,872</u>
PAYMENTS:-			
Securities in Listed Companies		900,000	-
Units in Trusts and Managed Funds		100,000	300,000
Payment for Property, Plant and Equipment		34,635	21,145
TOTAL PAYMENTS		<u>1,034,635</u>	<u>321,145</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(23,695)</u>	<u>331,727</u>
Net Increase / (Decrease) in Cash Held		(95,088)	(57,406)
Cash at the Beginning of the Financial year		536,148	593,554
CASH AT THE END OF THE FINANCIAL YEAR	11b	<u>441,060</u>	<u>536,148</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO AND FORMING PART OF THE

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

1. ACCOUNTING METHODS

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis except for levies which are on an accrual basis. Otherwise, the accounts are prepared under historical cost convention and in accordance with the Accounting Standard jointly issued by the Australian Professional Accounting Bodies. In particular:-

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets, except for the revaluation of Land and Buildings.
- (b) Depreciation of fixed assets is calculated on the straight line/reducing balance basis in order to write the assets off over their useful life, except for Freehold Land which has not been depreciated. Buildings have been depreciated from the beginning of the period in accordance with the Accounting Standards, at rates based on the remaining useful life of each building.
- (c) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Division 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274, which reads as follows:-

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

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	2003	2002
	\$	\$

3. PROVISIONS FOR HOLIDAY PAY AND LONG SERVICE LEAVE

The provisions have been charged to operational expenditure at salary levels applicable at 30th June 2003 to Salaries - Officials and Staff \$(19,129) (2002 \$37,139).

4. PROJECTS

Expenditure shown in the Income and Expenditure Account under projects are made up as follows:-

Dredges	965	1,281
Electricity Commission of New South Wales	1,987	971
Federal Council	19,761	10,036
Federal Executive	11,480	8,060
Federal President	19,381	13,086
International Conferences - I.T.F./I.M.O.	17,433	4,062
Maritime Industry Seagoing Award	4,370	24,370
NMITC/AMC Liaison Committee	2,999	554
Offshore	10,482	10,789
Port Services Award	578	790
Small Ships	536	-
Tourist Industry	81	-
Tugs	4,297	7,583
	<u>94,350</u>	<u>81,583</u>

5. ASSET REVALUATION RESERVE

Opening Balance	1,601,462	1,601,462
Revaluation increment on freehold land and buildings	-	-
Revaluation adjustment on sale of freehold land and buildings	(224,744)	-
Closing Balance	<u>1,376,718</u>	<u>1,601,462</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
6. FIXED ASSETS - BUILDING			
Sydney (at 2001 Independent Valuation) 9-11 Little Buckingham Street, Surry Hills		-	425,000
Sydney (at 2001 Independent Valuation) 7 Little Buckingham Street, Surry Hills		-	425,000
Sydney (at 2001 Independent Valuation) 52 Buckingham Street, Surry Hills		1,252,390	1,252,390
Sydney (at 2001 Independent Valuation) 58-60 Buckingham Street, Surry Hills		1,125,000	1,125,000
South Australia (at 1989 Valuation)		95,000	95,000
Newcastle (at 1989 Valuation)		125,000	125,000
Victoria (at 1989 Valuation)		275,000	275,000
Western Australia (at 1989 Valuation plus additions)		100,739	100,739
Queensland (at 1989 Valuation)		95,000	95,000
		3,068,129	3,918,129
Less:- Accumulated Depreciation		315,842	383,943
		2,752,287	3,534,186

Buildings have been depreciated to 30th June 2003

FIXED ASSETS - SUNDRY ASSETS

The following items are included in Sundry Assets:- Noise Level Meters; Bindings for Publications and Reports; Hot Water Systems; Telephone Installations.

7. INVESTMENTS

AMP Diversified Growth Fund (Cost 2003 \$505,944 / 2002 \$492,158)		457,412	475,465
		457,412	475,465

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO AND FORMING PART OF THE

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
8. AUDITOR'S REMUNERATION			
Amounts received, or due and receivable, by Auditors for:-			
Auditing the Accounts		<u>28,480</u>	<u>28,967</u>
Included above are amounts received, or due and receivable, by Auditors other than Forrest Roberts Bazbauers & Kindred			
Auditing the Accounts		<u>6,995</u>	<u>7,565</u>
9. SALARIES AND CLOTHING ALLOWANCE - OFFICIALS AND STAFF			
Salaries and Clothing Allowance, not including provisions for Long Service Leave and Annual Leave as shown in Note 3 comprise the following:-			
Honorary Elected Officials		416	728
Full Time Elected Officials		216,264	236,852
Staff		<u>486,137</u>	<u>527,976</u>
		<u>702,817</u>	<u>765,556</u>
10. TRAVEL AND ACCOMMODATION			
Head Office		20,329	35,330
Newcastle Branch		5,032	4,864
Victoria Branch		2,116	1,739
Western Australia Branch		121	456
Queensland Branch		410	752
Queensland District		-	-
Sydney Branch		-	60
South Australia Branch		91	91
		<u>28,099</u>	<u>43,292</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS
NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
11. STATEMENT OF CASH FLOWS			
a. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)			
OPERATING SURPLUS/(DEFICIT)		<u>111,254</u>	<u>(395,959)</u>
ADDBACK:-			
Realised Loss on Investments		-	-
Unrealised Loss on Investments		62,185	71,018
Depreciation		55,076	66,400
Increase in Sundry Creditors and Accruals		-	-
Increase in Provision for Annual Leave		-	21,634
Increase in Provision for Long Service Leave		11,898	15,505
Decrease in Sundry Debtors		-	11,483
Increase in Contributions Received in Advance		<u>132,036</u>	-
		<u>261,195</u>	<u>186,040</u>
		<u>372,449</u>	<u>(209,919)</u>
DEDUCT:-			
Realised Gain on Investments		373,673	23,172
Unrealised Gain on Investments		-	-
Distributions Reinvested		14,816	30,917
Dividend Reinvested		2,573	2,382
Decrease in Contributions Received in Advance		-	86,718
Increase in Sundry Debtors		7,858	-
Decrease in Sundry Creditors and Accruals		13,895	36,025
Decrease in Provision for Annual Leave		31,027	-
Decrease in Provision for Long Service Leave		-	-
		<u>443,842</u>	<u>179,214</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		<u>(71,393)</u>	<u>(389,133)</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO AND FORMING PART OF THE

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

(Continued)

	NOTE	2003 \$	2002 \$
11. STATEMENT OF CASH FLOWS (Continued)			
b. Reconciliation of Cash:-			
<p>For the purposes of the Statement of Cash Flows Cash includes Cash on Hand and in Banks and Investments in Money Market Instruments.</p> <p>Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:-</p>			
Cash on Hand		3,083	3,083
Cash at Bank		187,585	192,354
Deposits at Call		250,392	340,711
		441,060	536,148



Australian Government
Australian Industrial Registry

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

Mr Martin Byrne
Federal Treasurer
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Byrne

**Financial Returns for AIMPE for the years ending 30 June 2002 (FR2002/618)
and 30 June 2003 (FR2003/320)**

Receipt is acknowledged of your letter dated 14 September 2004, which was lodged in the Registry on 17 September 2004.

Following the receipt of the advice that the documents for both financial years were provided to the members by mail on 10 May 2004, and that the Accounts and Reports were then presented to the Annual General Meeting on 25 May 2004, the documents have now been filed.

Thank you for your attention to this matter. The documents may be viewed on the internet at www.e-airc.gov.au/009v/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

23 September 2004