



Australian Government
Australian Industrial Registry

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

Ref: FR2004/550-[009V]

Mr Henning Christiansen
Federal Secretary
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Christiansen

Financial Return - year ending 30 June, 2004

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

New legislation

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

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' ¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

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

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

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at *Attachment C*)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

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

3. an **Auditor's Report**.

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/550**.

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

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

Complying with time limits

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

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

Extensions of Time

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

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

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

Information on AIRC Website

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

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

Yours sincerely

Deputy Industrial Registrar

9 August 2004

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / / /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ / / /	within 6 months of end of financial year within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



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 Henning Christiansen
Federal Secretary
The Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Christiansen

Financial Return - year ending 30 June 2004 Ref: FR2004/550

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'¹⁹).

Financial Reports

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report. The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

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

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

¹⁹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

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

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

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

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time limit for presenting the full report to a committee of management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. Your reporting unit's financial reports should, therefore, be lodged by no later than 14 January 2005.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

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

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

Yours sincerely


Peter Mckerrow
for Deputy Industrial Registrar

23 November 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

Ref: FR2004/550 -[009V]

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

Dear Mr Byrne

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

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the abovenamed reporting unit for the year ended 30 June, 2004. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **14 January 2005**.

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

¹ Schedule 1B of the Workplace Relations Act 1996

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by *2 May, 2005*:

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2004/550**.

Yours sincerely

Belinda Penna

Belinda Penna

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

12 April, 2005



AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No.:

April 29, 2005

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

Attention: Belinda Penna

Dear Ms Penna,

Re: Financial Returns – 2004

Please find enclosed a printed copy of the Financial Report for the year ended 30th June 2004 of the Australian Institute of Marine and Power Engineers.

The Federal Executive of the AIMPE met on 21st February 2005 and approved the financial report and authorized the Committee of Management Statement. This was the first meeting for the purposes of the Workplaces Relations Act.

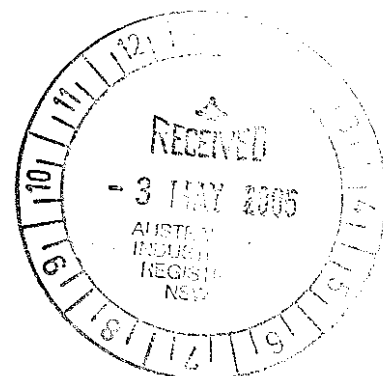
The Independent Audit Report has been received and a copy of all documents circulated by mail to all members at their home address.

It is our intention to seek approval of the Financial Report at the Annual General Meeting to be held on 31st May.

Yours faithfully,

Martin Byrne
Federal Treasurer

MB: js
CV: FinancialRetns2004AustIndRegistry.doc
enc 1



AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

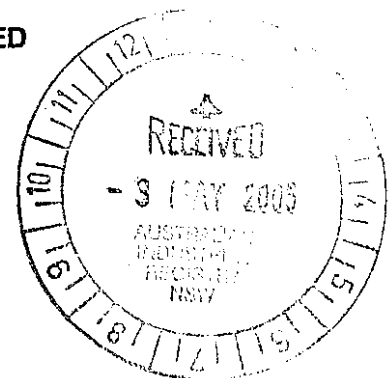
FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE, 2004

CONTENTS

Item		Page
1.	Operating Report	1 - 2
2.	Statement of Financial Performance	3 - 4
3.	Statement of Financial Position	5
4.	Statement of Cash Flows	6
5.	Notes to the Financial Statements	7 - 14
6.	Committee of Management Statement	15
7.	Independent Audit Report	16

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



AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

OPERATING REPORT

I, Martin Byrne, Federal Treasurer of the Australian Institute of Marine and Power Engineers hereby report on the operations of the AIMPE as follows:

(a) the principal activities of the AIMPE continue to be the protection of the rights and entitlements of AIMPE members both individually and collectively, the defence of professional standards and the promotion of the maritime industry. As a result of these activities the AIMPE sought and achieved the certification of several agreements by the Australian Industrial Relations Commission. AIMPE also notified the AIRC of several industrial disputes. AIMPE further sought the amendment of various maritime awards to maintain the relevance of said awards. These activities are similar in nature to the activities of the AIMPE in previous years.

In addition AIMPE maintains an active communication strategy encompassing direct mail of the union journal, monthly reports to all ships with members on board, email communications to ships where available and regular monthly meetings at major locations around the country.

AIMPE continued to be represented on the National Maritime Industry Training Committee, the National Marine Safety Council's Industry Advisory Group, National Offshore Oil and Gas Safety Advisory Committee, Seafarers Safety, Rehabilitation and Compensation Authority Board, the Seafarers Assistance Service. During 2003-04 AIMPE participated in the Independent Review of Australian Shipping.

Throughout 2003-04, AIMPE also retained its long-standing affiliations with the International Transport Workers Federation, the Australian Council of Trade Unions and the Australian Labor Party.

(b) regarding the financial affairs of the AIMPE – membership fee income was up slightly on the income in the previous financial year while other income from rent and interest was slightly down. Total expenditure was up – attributable to a major Delegates Conference held in November 2003. The organisation incurred a deficit of approximately \$125,000 which was funded from accumulated reserves. This was not unexpected.

While AIMPE owns all of the premises in which our offices are located, during 2003-04 AIMPE finalized the sale of our investment property signaling the end of our involvement in this type of investment. The rates, land tax, utilities and maintenance cost together with some tenant issues precipitated this action. These funds were placed in long term securities.

(c) members are entitled to resign by providing a notice of resignation in writing to the Branch Secretary of the Branch to which the member belongs as provided by Rule 31. During 2003-04 there were 110 members who resigned from the AIMPE. The number of new members was 105. At 30th June 2004 the total number of members in the union was 2,391.

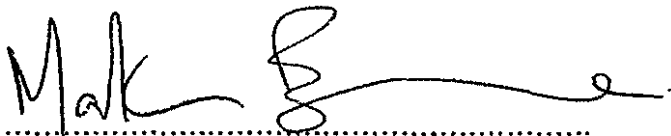
(d) there are two officers who are Directors of a company that is a superannuation trustee company and who are required to be members of the organisation. They are Mr Terry Snee, Federal President of AIMPE and myself Mr Martin Byrne Federal Treasurer of AIMPE. AIMPE is the Principal Employer of the Australian Institute of Marine and Power Engineers Superannuation Plan. We are appointed by the Federal Council of the AIMPE to be Trustee Directors of the Plan together with two other Directors who are elected by the members of the Plan.

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

OPERATING REPORT (Continued)

(e) The Federal Executive of the AIMPE remained as Federal President Terry Snee, Senior Vice President Phil Olsen, Vice President Alex Reid and John Gordon, Federal Treasurer, Martin Byrne.

The number of people employed by AIMPE remained at 13 [comprising 10 full-time and 3 part-time employees].



Signed:

Name:

Martin Byrne

Title of Office held:

Federal Treasurer, AIMPE

Signed at

SYDNEY this 21st day of FEBRUARY, 2005

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30TH JUNE 2004

	NOTE	2004 \$	2003 \$
INCOME			
Membership Contributions (including arrears, entrance fees and less refunds)		1,138,596	1,059,751
Compulsory Levies	3	35,827	8,500
Donations		200	1,020
On Watch Advertising/Subscriptions		450	1,144
Interest Received		149,417	63,440
Distributions Received		14,497	14,816
Dividends Received		2,996	2,592
Rent		50,164	88,858
Sundry		1,590	17,354
Realised Gain/(Loss) on Investments		591,348	373,673
Unrealised Gain/(Loss) on Investments		90,962	(62,185)
TOTAL INCOME		<u>2,076,047</u>	<u>1,568,963</u>
EXPENDITURE			
PERSONNEL			
Salaries - Officials and Staff	4 / 12	755,300	683,688
Superannuation		128,528	97,203
Clothing Allowance	12	-	-
Payroll Tax		13,577	16,533
Staff Training		-	82
Workers Compensation Insurance		6,350	10,037
		<u>903,755</u>	<u>807,543</u>
COMMUNICATIONS			
Casual Typing		10,040	9,620
Postage & Freight		7,293	6,631
Printing & Stationery		9,388	8,330
Repairs & Maintenance - Office Equipment		6,361	6,155
Telephone, Internet & Facsimile		48,672	45,292
Fringe Benefits Tax		7,560	9,531
		<u>89,314</u>	<u>85,559</u>
BUILDING			
Cleaning & Maintenance		23,576	36,285
Insurance		8,563	20,098
Light & Power		5,650	6,021
Rates, Taxes & Land Tax		20,371	30,663
Valuation Fees		-	591
		<u>58,160</u>	<u>93,658</u>
TRAVEL AND ACCOMMODATION	13	35,898	28,099

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30TH JUNE 2004

(Continued)

	NOTE	2004 \$	2003 \$
MOTOR VEHICLE EXPENSES			
Motor Vehicle Running Costs		14,984	18,236
Fringe Benefits Tax		1,854	2,782
		<u>16,838</u>	<u>21,018</u>
OTHER ADMINISTRATION			
Audit and Accountancy	11	29,295	28,480
Advertising		3,900	135
Affiliation Fees		32,352	29,865
Bank Charges and Government Duties		13,108	13,228
Donations		400	1,130
Entertainment		693	831
Legal Fees		69,063	131,850
Publications		17,280	14,308
Staff Amenities		2,358	2,466
Sundry Expenses		2,748	2,535
		<u>171,197</u>	<u>224,828</u>
PROJECTS	5	163,023	94,350
MISCELLANEOUS			
Depreciation - Buildings	2 / 9	13,327	20,918
Depreciation - Other	2 / 9	32,454	34,158
On Watch		33,945	47,578
		<u>79,726</u>	<u>102,654</u>
TOTAL EXPENDITURE		<u>1,517,911</u>	<u>1,457,709</u>
OPERATING SURPLUS/(DEFICIT)		558,136	111,254
TOTAL CHANGES IN EQUITY	8	<u>558,136</u>	<u>111,254</u>

STATEMENT OF FINANCIAL POSITION

AS AT 30TH JUNE 2004

	NOTE	2004 \$	2003 \$
CURRENT ASSETS			
Cash Assets	6	2,951,914	441,060
Receivables		<u>11,904</u>	<u>14,896</u>
TOTAL CURRENT ASSETS		<u>2,963,818</u>	<u>455,956</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	9	1,845,470	2,902,415
Investments	10	<u>63,862</u>	<u>1,377,381</u>
TOTAL NON-CURRENT ASSETS		<u>1,909,332</u>	<u>4,279,796</u>
TOTAL ASSETS		<u>4,873,150</u>	<u>4,735,752</u>
CURRENT LIABILITIES			
Membership Contributions Received in Advance		147,412	233,816
Payables		84,789	91,595
Provision for Annual Leave	4	<u>110,639</u>	<u>116,141</u>
TOTAL CURRENT LIABILITIES		<u>342,840</u>	<u>441,552</u>
NON CURRENT LIABILITIES			
Provision for Long Service Leave	4	<u>181,665</u>	<u>155,131</u>
TOTAL NON-CURRENT LIABILITIES		<u>181,665</u>	<u>155,131</u>
TOTAL LIABILITIES		<u>524,505</u>	<u>596,683</u>
NET ASSETS		<u>4,348,645</u>	<u>4,139,069</u>
EQUITY			
General Fund	8	2,223,691	1,665,555
Asset Revaluation Reserve	7	1,028,158	1,376,718
Capital Realisation Reserve		<u>1,096,796</u>	<u>1,096,796</u>
TOTAL EQUITY		<u>4,348,645</u>	<u>4,139,069</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30TH JUNE 2004

	NOTE	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES:-			
RECEIPTS:-			
Contributions, Entrance Fees and Levies Received from Members and "On Watch" Subscriptions		1,197,536	1,325,856
Interest Received		145,285	63,844
Dividends Received		1,532	19
Rent Income Received		56,750	97,261
Other Income Received		1,749	19,089
TOTAL RECEIPTS		<u>1,402,852</u>	<u>1,506,069</u>
PAYMENTS:-			
Payments to Suppliers and Employees		1,338,722	1,421,341
Payment Relating to Projects		179,325	103,785
Payments Relating to "On Watch"		37,340	52,336
TOTAL PAYMENTS		<u>1,555,387</u>	<u>1,577,462</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	14a	<u>(152,535)</u>	<u>(71,393)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:-			
RECEIPTS			
Securities in Listed Companies		900,000	-
Redemption of Units in Trusts and Managed Funds		517,867	104,100
Proceeds from Sale of Property, Plant and Equipment		1,263,300	906,840
TOTAL RECEIPTS		<u>2,681,167</u>	<u>1,010,940</u>
PAYMENTS:-			
Securities in Listed Companies		-	900,000
Units in Trusts and Managed Funds		-	100,000
Payment for Property, Plant and Equipment		17,778	34,635
TOTAL PAYMENTS		<u>17,778</u>	<u>1,034,635</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>2,663,389</u>	<u>(23,695)</u>
Net Increase / (Decrease) in Cash Held		2,510,854	(95,088)
Cash at the Beginning of the Financial year		441,060	536,148
CASH AT THE END OF THE FINANCIAL YEAR	14b	<u>2,951,914</u>	<u>441,060</u>

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2004

Note 1: Information to be Provided to Members

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Schedule 1B section 272 which reads as follows:

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

Note 2: Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers the Australian Institute of Marine and Power Engineers Sydney Branch as an individual reporting unit.

The financial report has been prepared on a modified accruals basis of accounting where, in accordance with Schedule 1B section 252(4) of the Workplace Relations Act 1996, membership subscriptions are kept on a cash basis. The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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

(a) Income Tax

No provision for income tax is necessary as trade unions are exempt from income tax under Section 50-15 of the Income Tax assessment Act 1997.

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2004

Note 2: Statement of Significant Accounting Policies (cont'd)

(b) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. It is the policy of the economic entity to have an independent valuation every three years, with annual appraisals being made by the directors.

Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated over their useful lives to the economic entity commencing from the time the asset is held ready for use. The depreciation rates used for each class of depreciable assets are:

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Buildings	2 – 11.25%
Plant and equipment	9 - 60%

(c) Investments

Shares in listed companies held as current assets are valued by directors at those shares' market value at each balance date. The gains or losses, whether realised or unrealised, are included in profit from ordinary activities.

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2004

Note 2: Statement of Significant Accounting Policies (cont'd)

(d) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the economic entity to the employee superannuation funds and are charged as expenses when incurred.

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(f) Income

Income from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

Income from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

(g) 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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(h) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2004

(Continued)

	2004	2003
	\$	\$
3. COMPULSORY LEVIES		
International Conferences	8,849	8,500
Seagoing Delegates Conference	26,978	-
	<u>35,827</u>	<u>8,500</u>
4. PROVISIONS FOR HOLIDAY PAY AND LONG SERVICE LEAVE		
The increase/(decrease) in current year provisions have been charged to operational expenditure at salary levels applicable at 30th June to Salaries		
Provision for Annual Leave	(5,502)	(31,027)
Provision for Long Service Leave	26,534	11,898
	<u>21,032</u>	<u>(19,129)</u>
5. PROJECTS		
Expenditure shown in the Income and Expenditure Account under projects are made up as follows:-		
Dredges	2,469	965
Electricity Commission of New South Wales	2,338	1,987
Federal Council	12,605	19,761
Federal Executive	7,509	11,480
Federal President	14,581	19,381
International Conferences - I.T.F./I.M.O.	28,773	17,433
Maritime Industry Seagoing Award	11,040	4,370
Seagoing Conference	67,139	-
NMITC/AMC Liaison Committee	2,689	2,999
Offshore	4,085	10,482
Port Services Award	280	578
Small Ships	1,157	536
Tourist Industry	611	81
Tugs	7,747	4,297
	<u>163,023</u>	<u>94,350</u>
6. CASH ASSETS		
Cash on Hand	3,034	3,083
Cash at Bank	485,582	187,585
Deposits at Call	2,463,298	250,392
	<u>2,951,914</u>	<u>441,060</u>
7. ASSET REVALUATION RESERVE		
Opening Balance	1,376,718	1,601,462
Revaluation increment on freehold land and buildings	-	-
Revaluation adjustment on sale of freehold land and buildings	(348,560)	(224,744)
Closing Balance	<u>1,028,158</u>	<u>1,376,718</u>

NOTES TO THE FINANCIAL STATEMENTS

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2004

(Continued)

	NOTE	2004 \$	2003 \$
8. GENERAL FUND			
Retained surplus (deficit) at the beginning of the year		1,665,555	1,554,301
Operating Surplus/(Deficit) for the year		558,136	111,254
Retained surplus (deficit) at the end of the year		<u>2,223,691</u>	<u>1,665,555</u>
9. PROPERTY, PLANT AND EQUIPMENT			
Freehold Land and Buildings			
52 Buckingham Street, Surry Hills Sydney (at 2001 Independent Valuation)		1,252,390	1,252,390
58-60 Buckingham Street, Surry Hills South Australia (at 1989 Valuation)		-	1,125,000
Newcastle (at 1989 Valuation)		95,000	95,000
Victoria (at 1989 Valuation)		125,000	125,000
Western Australia (at 1989 Valuation plus additions)		275,000	275,000
Queensland (at 1989 Valuation)		100,739	100,739
		<u>95,000</u>	<u>95,000</u>
		1,943,129	3,068,129
Less:- Accumulated Depreciation		<u>231,496</u>	<u>315,842</u>
		<u>1,711,633</u>	<u>2,752,287</u>
Motor Vehicles			
Motor Vehicles - at cost		218,184	218,184
Less:- Accumulated Depreciation		<u>163,083</u>	<u>147,943</u>
		55,101	70,241
Furniture and Fittings			
Furniture and Fittings - at cost		158,179	157,569
Less:- Accumulated Depreciation		<u>131,258</u>	<u>126,910</u>
		26,921	30,659
Office Equipment			
Office Equipment - at cost		279,491	263,938
Less:- Accumulated Depreciation		<u>233,152</u>	<u>221,138</u>
		46,339	42,800
Sundry Assets			
The following items are included in Sundry Assets:- Noise Level Meters; Bindings for Publications and Reports; Hot Water Systems; Telephone Installations.			
Sundry Assets - at cost		14,962	14,962
Less:- Accumulated Depreciation		<u>9,486</u>	<u>8,534</u>
		5,476	6,428

NOTES TO THE FINANCIAL STATEMENTS

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2004

(Continued)

	NOTE	2004 \$	2003 \$
10. INVESTMENTS			
Units in Listed Trusts and Managed Funds - at market value		-	457,412
Securities in Listed Companies - at market value		-	864,090
Shares in Listed Companies - at market value		63,862	55,879
		<u>63,862</u>	<u>1,377,381</u>
11. AUDITOR'S REMUNERATION			
Amounts received, or due and receivable, by Auditors for:-			
Auditing the Accounts		<u>29,295</u>	<u>28,480</u>
Included above are amounts received, or due and receivable, by Auditors other than Forrest Roberts Bazbauers & Kindred			
Auditing the Accounts		<u>7,860</u>	<u>6,995</u>
12. 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	416
Full Time Elected Officials		227,749	216,264
Staff		506,103	486,137
		<u>734,268</u>	<u>702,817</u>
13. TRAVEL AND ACCOMMODATION			
Head Office		27,257	20,329
Newcastle Branch		5,474	5,032
Victoria Branch		2,464	2,116
Western Australia Branch		109	121
Queensland Branch		483	410
Queensland District		-	-
Sydney Branch		-	-
South Australia Branch		111	91
		<u>35,898</u>	<u>28,099</u>

NOTES TO THE FINANCIAL STATEMENTS

FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2004

(Continued)

	NOTE	2004 \$	2003 \$
14. STATEMENT OF CASH FLOWS			
a. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)			
OPERATING SURPLUS/(DEFICIT)		<u>558,136</u>	<u>111,254</u>
ADDBACK:-			
Realised Loss on Investments		-	-
Unrealised Loss on Investments		-	62,185
Depreciation		45,781	55,076
Increase in Sundry Creditors and Accruals		-	-
Increase in Provision for Annual Leave		5,502	-
Increase in Provision for Long Service Leave		26,534	11,898
Decrease in Sundry Debtors		2,992	-
Increase in Contributions Received in Advance		-	132,036
		<u>80,809</u>	<u>261,195</u>
		<u>638,945</u>	<u>372,449</u>
DEDUCT:-			
Realised Gain on Investments		591,348	373,673
Unrealised Gain on Investments		90,962	-
Distributions Reinvested		14,497	14,816
Dividend Reinvested		1,463	2,573
Decrease in Contributions Received in Advance		86,404	-
Increase in Sundry Debtors		-	7,858
Decrease in Sundry Creditors and Accruals		6,806	13,895
Decrease in Provision for Annual Leave		-	31,027
Decrease in Provision for Long Service Leave		-	-
		<u>791,480</u>	<u>443,842</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		<u>(152,535)</u>	<u>(71,393)</u>
b. Reconciliation of Cash:-			
Cash on Hand		3,034	3,083
Cash at Bank		485,582	187,585
Deposits at Call		2,463,298	250,392
		<u>2,951,914</u>	<u>441,060</u>

c. The union has no credit stand-by or financing facilities in place.

d. There were no non-cash financing or investing activities during the year.

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2004

Note 15: Segment Reporting

The Union operates predominantly in one business and geographical segment, being a union of employees providing industrial and workplace relations services to its members in Australia.

Note 16: Financial Instruments

Interest Rate Risk

The branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets is not material.

Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying value of those assets, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of those financial statements.

The company does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the company.

Net Fair Values

Assets and liabilities have been valued at their net fair value at balance date. This value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying value exceeds fair net values have not been written down as the company intends to hold these assets to maturity. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.

Note 17: Union Details

The principal place of business of the Union is:

Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

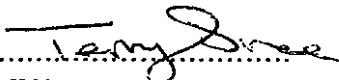
COMMITTEE OF MANAGEMENT STATEMENT

On 21st February 2005 the Committee of Management passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004:

The Committee of Management 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 the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signed on behalf of the Committee of Management by:

.....


Name:

Title of Office held: FEDERAL PRESIDENT

Signed at SYDNEY

this 21st day of FEBRUARY, 2005

AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS

INDEPENDENT AUDIT REPORT

Scope

We have audited the financial report of the Australian Institute of Marine and Power Engineers for the year ended 30 June 2004 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

In our opinion, the financial report of the Australian Institute of Marine and Power Engineers is in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia giving a true and fair view of the Branch's financial position as at 30 June 2004 and of their performance for the year ended on that date.

FORREST ROBERTS BAZBAUERS & KINDRED

Chartered Accountants



R.E. BAZBAUERS B.Com FCA

Partner

Level 1, 692 Pacific Highway

CHATSWOOD NSW 2067

Signed at

this

day of

, 20



Australian Government

Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

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

Dear Mr Byrne

Financial Return for year ending 30 June 2004 (FR2004/550)

I refer to your letter of 29 April 2005 enclosing a copy of the full report of the Institute for the year ending 30 June 2004.

I note that the full report is to be presented to the Institute's Annual General Meeting on 31 May 2005. Following presentation, a copy of the full report with the Secretary's certificate should be lodged. A draft form of certificate is attached for your information.

The Registry will not require a second copy of the full report with the certificate to be lodged but please confirm in your covering letter that the documents included in your letter of 29 April are the same as those presented to the meeting.

Please also note that in future the auditor's report should be dated. In a phone conversation with the Registry, the auditor advised that his report was completed on 21 February 2005.

Yours sincerely

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

Peter McKerrow
for Deputy Industrial Registrar

20 May 2005

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No.:

FF/1/0

August 16th, 2005

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

Dear Ms Penna,

Re: Financial Accounts 2003-2004

Further to my correspondence of 29th April 2005 regarding the above, I do now certify that the AIMPE Financial Accounts for 2003-2004 were duly presented to the Annual General Meeting of the AIMPE on 31st May 2005.

A copy of the Financial Accounts that were presented is enclosed.

Please accept my apologies for the delay in submitting this certificate.

Yours faithfully,

MARTIN BYRNE
FEDERAL TREASURER

Enc 1





Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

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

Dear Mr Byrne

Financial Return - year ending 30 June 2004 (FR2004/550)

I refer to your letter of 16 August 2005 advising that the Institute's full report was presented to its Annual General Meeting on 31 May 2005.

The documents have been filed.

As outlined in the Registry's earlier correspondence of 9 August 2004, 23 November 2004 and 12 April 2005, the RAO Schedule introduced strict time limits within which organisations must fulfil the various steps in the financial reporting process. The Institute does not appear to have met the time limits described below for the following reasons:

Provision of full report to members

If the full report is to be presented to a general meeting of members, the meeting must be held within 6 months of the end of the Institute's financial year¹. According to the information the Institute has if, it presented the full report to a general meeting on 31 May 2005 – some 11 months after the end of its financial year.

A Registrar, on application by an organisation can extend the time for the conduct of the general meeting but the maximum period of any extension is one month.

Lodgement of Documents

Documents presented to a general meeting must be lodged in the Industrial Registry within 14 days (or such longer period a Registrar allows) after the meeting². The full report should have been lodged by 14 June 2005 if presented on 31 May 2005.

Civil Penalty Provisions

Sections 266(1) and 268 are civil penalty provisions.

The Registry will shortly be writing to the Institute about its financial reporting obligations for the year ending 30 June 2005. Unless granted an extension of time, its full report for this period should (if it is intended to present it to a general meeting) be presented to that meeting by 31 December 2005 and lodged in the Registry 14 days after the meeting.

Yours sincerely,

Peter McKerrrow
for Deputy Industrial Registrar
19 August 2005

¹ 266(1) RAO Schedule

² s268