



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Colleen Duff
Secretary
Australian Nursing Federation
Australian Capital Territory Branch
PO Box 1995
Woden ACT 2606

Dear Ms Duff

**Re: Financial documents for year ended 30 June 2001
FR 2002/25**

I have received your letter dated 24 January 2002 and attached financial documents of the Australian Capital Territory Branch of the Australian Nursing Federation for year ended 30 June 2001. The documents were lodged in the Industrial Registry on 25 January 2002.

The financial documents have been filed.

The following matter is referred for assistance when preparing future financial documents; no further action is requested in respect of this:

Accounting Officer Certificate

Regulation 109(1)(a)(ii) requires that the accounting officer certify that, in the opinion of that officer: "a record has been kept of all moneys paid by, or collected from, members of the organisation, and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the organisation".

Paragraph (ii) of the accounting officer's certificate omitted the words underlined above.

Should you wish to discuss the letter or if you require further information on the financial reporting requirements of the Act, please contact Natascha Boehm on (03) 8661 7989.

Yours sincerely,

Natascha Boehm
Statutory Services Branch

11 February 2002

FR 2002/25



AUSTRALIAN NURSING FEDERATION

Australian Capital Territory Branch

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President: R.Staniforth

Secretary: C.Duff

24 January 2002

Christine Hayward
Deputy Industrial Registrar
Australian Industrial Registry
PO Box 539
Canberra City ACT 2601



Dear Ms Hayward

Re: Audited Financial Documents 2000/2001

The ACT Branch of the Australian Nursing Federation wish to advise you that the audited financial report for 2000/2001 was mailed out to all members as an inclusion in the December/January newsletter.

I hereby certify that the attached reports, accounts and statements in respect of the financial year ended 30 June 2001 were presented to a meeting of the Branch Council on the 23 January 02 in accordance with section 279(6) of the Workplace Relations Act 1996.

Yours sincerely

Colleen Duff
Secretary

AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH

**Financial Statements
For the year ended 30 June, 2001**

AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH

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AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Robyn Staniforth and Colleen Duff being two members of the Committee of the Australian Nursing Federation – A.C.T Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2001;


In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June, 2001 in accordance with the rules of the organisation;

To the knowledge of any member of the Committee, there have not been, during the financial year to which the accounts relates, 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 (2) of the Act), or copies of those records or other documents, or copies of the rules of the organisation, that have not been furnished, or made available to members of the organisation in accordance with the Workplace Relations Act, the Regulations, thereto or the rules of the organisation;

The organisation has complied with sub-section 279 (1) and 279 (6) of the Act in relation to the financial accounts in respect of the year ended 30 June, 2000.

Dated

12/12/01.....

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Robyn Staniforth
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AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, Colleen Duff, being the officer responsible for keeping the accounting records of the Australian Nursing Federation – A.C.T. Branch, certify that as at 30 June, 2001 the number of the members was 1538.

In my opinion

The attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June, 2001;

A record has been kept of all monies paid by, or collected from members of the organisation, and all monies so paid or those monies are to be credited, in accordance with the rules of the organisation;

Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;

With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the 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;

All loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, made to persons holding office in the organisation were authorised in accordance with the rules of the association;

The register of members of the organisation was maintained in accordance with the Act.

Dated

12/12/01


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AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH


AUDITORS REPORT

We have inspected and audited the accounting records kept by the Australian Nursing Federation – A.C.T. Branch in respect of the year ended 30 June, 2001, and have received all the information and explanations we required for the purposes of the audit. As it is not possible for the Branch to exercise control over cash receipts prior to receipt by the Treasurer we are therefore unable to extend our examination to receipts other than those recorded in the books and records of the Federation.

Subject to the foregoing we report that in our opinion: -

-) There were kept by the organisation in respect of the period, satisfactory accounting records detailing the sources and nature of the receipts of the organisation (including receipts from members) and the nature and purposes of payments; and
- (ii) The attached accounts, statements and notes thereto, prepared in accordance with Section 273 of the Workplace Relations Act 1996, as amended, are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the organisation as at 30 June, 2001; and
 - (b) The income and expenditure of the organisation and any surplus or deficit, for the year ended on that date.

ALAN E HALL



12.12.01

REGISTERED COMPANY AUDITOR

A member of the firm of
HOLLANDS & PARTNERS – ACCOUNTANTS & AUDITORS

AUSTRALIAN NURSING FEDERATION

Balance Sheet As At 30 June, 2001

	2001	2000
Proprietors' Funds		
Opening balance	291,075.93	279,677.81
Net profit / (loss)	138,270.82	11,398.12
Less:		
Total Proprietors' Funds	429,346.75	291,075.93
Represented by:		
Current Assets		
Cash		
Cash At Bank - 00141027	51,702.25	38,767.38
NAB Term Deposit 285415022	36,150.65	34,266.18
Cash on hand	160.50	59.55
Total current assets	88,013.40	73,093.11
Non-Current Assets		
Investments		
Cwth Income Fund (note 2)	164,288.91	136,308.42
Margaret Burton Fund	7,510.86	7,445.24
Property Plant and Equipment		
Property - At Cost	202,908.50	202,908.50
Fixtures & Fittings	6,339.64	6,339.64
Less: Accumulated depreciation	(4,860.00)	(4,513.00)
Plant & equipment - at cost	59,067.25	56,995.71
Less: Accumulated depreciation	(47,669.00)	(40,872.00)
Motor vehicles - at cost	53,729.45	39,350.00
Less: Accumulated depreciation	(25,851.00)	(29,817.00)
Other		
Borrowing Costs	1,148.00	1,148.00
Less: Expired Costs	(882.00)	(652.00)
Total non-current assets	215,733.61	274,642.72
Total assets	503,744.01	447,734.62

AUSTRALIAN NURSING FEDERATION

Balance Sheet As At 30 June, 2001

	2001	2000
Current Liabilities		
Accounts payable		
Unsecured liabilities		
Payroll (Note 5)	24,960.00	1,023.47
General		1,000.00
GST liabilities		
GST payable control account	(21,010.32)	943.84
Input tax credit control account	21,401.36	
Provisions		
Provision - Long Service Leave	4,407.36	9,378.48
Provision - Annual Leave		4,979.08
Total current liabilities	29,758.40	17,324.87
Non-Current Liabilities		
Borrowings		
Unsecured liabilities		
Bank Loan - St George	36,318.86	89,413.82
Payroll (Note 5)	8,320.00	49,920.00
Total non-current liabilities	44,638.86	139,333.82
Total liabilities	74,397.26	156,658.69
Net Assets	429,346.75	291,075.93

AUSTRALIAN NURSING FEDERATION

Detailed Income and Expenditure Statement

For the year ended 30 June, 2001

	2001	2000
	\$	\$
Income		
Sales - Books	42.27	316.42
Interest received	2,323.40	1,468.47
Trust Distributions	8,883.59	1,904.58
Other income	2,053.22	
Profit on sale of assets	5,950.00	151.00
Capital gain on assets		(134.08)
Rebates and refunds		786.09
Reimbursement		2,792.51
Surplus Revaluation Investment	1,162.52	4,681.14
Membership Subscriptions	454,963.95	455,556.14
Total income	<u>475,378.95</u>	<u>467,522.27</u>
Expenses		
Affiliation Fee	4,125.00	4,350.00
Advertising and promotion	611.84	1,131.71
ANF Capitation Fee	20,477.20	17,685.00
Audit & Accountancy Fees	6,944.55	3,450.00
Bank fees and charges	3,652.52	1,085.29
Body Corporate Fees	1,866.60	2,332.85
Borrowing expenses	230.00	230.00
Campaign Fund expense	375.00	
Cleaning	1,618.18	
Computer Expenses	160.00	
Consultants fees	1,390.18	1,517.89
Depreciation	12,328.00	9,650.00
Donations	360.00	551.50
Electricity	3,207.80	2,837.00
Entertainment	164.55	
Fines	12.30	535.00
Fringe benefits tax	1,723.21	1,826.43
Grants	213,090.90	269,500.00
Insurance & Workers' Com.	1,199.09	1,202.26
Interest	6,746.14	7,790.27
Journals & periodicals	21,851.20	24,794.00
Legal fees	6,914.90	
Meeting Expenses	1,863.49	1,870.38
Membership Grants	1,000.00	200.00
Motor Vehicle - Fuel & Oil	1,537.45	2,756.80
Motor Vehicle - NRMA	90.85	98.03
M/V car - Lease		10,818.16

AUSTRALIAN NURSING FEDERATION
Detailed Income and Expenditure Statement
For the year ended 30 June, 2001

	2001 \$	2000 \$
Motor Vehicle - Rego/Ins.	2,191.61	2,082.84
Motor Vehicle - Repairs	102.82	1,486.50
Payroll Tax		51,868.47
Petty Cash		1,066.50
Postage	3,043.37	2,763.88
Printing & stationery	6,498.68	7,381.13
Provision - AL (note 4)	(4,979.08)	255.91
Provision - LSL (note 4)	(4,971.12)	(2,508.20)
Rates & land taxes	1,328.53	1,140.80
Remuneration - Staff		153.97
Repairs & maintenance	1,515.14	3,748.40
Staff amenities	1,421.02	679.55
Staff training	1,500.00	380.00
Staff Tele. & Publications	683.88	
Subscriptions	1,846.02	3,232.30
Sundry expenses	111.52	170.00
Telephone & Telex	9,220.70	10,570.85
Typing & Copying	3,097.00	3,976.88
Travel, accom & conference	957.09	1,461.80
Total expenses	<u>456,124.15</u>	<u>456,124.15</u>
Net Profit		<u>11,398.12</u>

AUSTRALIAN NURSING FEDERATION
A.C.T BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(A) Basis of Accounting

The accounts have been prepared on the basis of historical costs except where stated;

In accordance with Section 272 of the Workplace Relations Act 1996 the organisation has adopted the accruals basis of accounting with the exception of membership subscription that are maintained on a cash basis.

(B) Depreciation and Amortisation of Fixed Assets

Fixed assets are depreciated over their estimated useful lives using the diminishing value method.

Profits and Losses on disposal of Fixed Assets are taken into account in determining the profit for the year.

(C) Income Tax

No liability for income tax arises as the Organisation provides benefits only for the members and is consequently exempt from income tax.

2. INVESTMENTS

The value of the units in the Commonwealth Income Fund held by the Federation has been adjusted to reflect its market value as at 30 June, 2001. The resultant surplus or deficit is posted to the Surplus Revaluation Investments account.

3. INFORMATION TO BE PROVIDED

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

A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;

- (ii An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member of Registrar in such manner, and within such time as is prescribed;
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AUSTRALIAN NURSING FEDERATION

A.C.T BRANCH NOTES TO AND FORMING PART OF THE ACCOUNTS

(iii) A registrar may only make an application under sub-section (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 a the request of the member.

4. PROVISIONS

An allowance has been made in these accounts for the updated amount of Long Service Leave and Annual Leave liability for the year. This adjustment has been made to bring the accounts into line with the actual cash that has been set aside to fund those obligations in advance of the time for payment.

5. PAYROLL TAX

The amount of Payroll Tax expense included in the accounts related to the actual liability as per deed of compromise. The liability is being repaid under a deed of agreement.
