



14 November 2019

Yvonne Falckh  
Branch Secretary  
Australian Nursing and Midwifery Federation - Northern Territory Branch  
Sent via email: [secretary@anmfnt.org.au](mailto:secretary@anmfnt.org.au)  
CC: [suelee@bigpond.net.au](mailto:suelee@bigpond.net.au)

Dear Yvonne Falckh,

**Australian Nursing and Midwifery Federation - Northern Territory Branch  
Financial Report for the year ended 30 June 2019 – (FR2019/199)**

I acknowledge receipt of the financial report of the Australian Nursing and Midwifery Federation - Northern Territory Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 24 October 2019.

The financial report has now been filed.

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

Please note that the financial report for the year ending 30 June 2020 may be subject to an advanced compliance review.

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

**General purpose financial report (GPFR)**

Nil activities disclosure

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

- "Acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the

General Manager, Fair Work Commission” is disclosed in both note 1.5 and the officer’s declaration statement;

- “Incur fees as consideration for employers making payroll deductions of membership subscriptions” is disclosed in both note 1.16 and note 4d;
- “Pay a grant that was \$1,000 or less”, “pay a grant that exceeded \$1,000”, “pay a donation that was \$1,000 or less”, and “pay a donation that exceeded \$1,000” are disclosed in both the statement of comprehensive income and note 4e; and
- “Have another entity administer the financial affairs of the reporting unit” is disclosed in both note 17 and the officer’s declaration statement.

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

I also note that the notes and officer’s declaration statement contained nil activity information for all prescribed RGs categories except the following:

- Have a payable to employer as consideration for that employer making payroll deductions of membership subscriptions (RG 16(a)).

Please ensure in future years that the above mentioned item is disclosed in either the financial statements, the notes or in the officer’s declaration statement as per the RGs.

#### Inconsistency in disclosure of financial information

The statement of changes in equity discloses a balance of retained earnings of \$3,856,180 for the 2019 financial year (2018: \$3,577,206). The officer’s declaration statement includes a nil disclosure in relation to a balance in the general fund. It would appear that retained earnings is the reporting unit’s general fund.

Note 11(b) *Cash flow information* discloses cash inflows from ANMF (Federal Office) of \$10,964 for the 2019 financial year (2018: \$5,893). The reporting unit advised the ROC on 12 November 2019, the cash inflows from the ANMF (Federal Office) related to flight reimbursements for the reporting unit’s officers to attend the ANMF (Federal Office)’s meeting. The officer’s declaration statement, however includes a nil disclosure of receiving any other revenue from another reporting unit.

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

#### Use of model financial statements

It appears that the reporting unit has prepared its GPFR using the model financial statements available on the ROC website. Please note the introduction on page 2 of the model financial statements which states:

*‘a reporting unit will need to ensure that only the disclosures that are applicable to their individual circumstances are included in the audited financial report distributed to members and lodged with the Registered Organisations Commission.’*

The audited financial report lodged with the ROC contains disclosures that are not applicable to the reporting unit and are not required by the RGs. This includes notes 3f, 4g, 4i, 4j, 5c and 9a. I note that these ‘nil’ items are also disclosed in the statement of comprehensive income and statement of financial position.

Please ensure in future years that the financial report contains only information that is applicable to the reporting unit’s circumstances and that is mandatory according to the RGs.

### **Reporting Requirements**

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

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

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

Yours sincerely,

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

**Kylie Ngo**  
**Registered Organisations Commission**

**Australian Nursing and Midwifery Federation Northern  
Territory Branch**

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

Certificate for the period ended 30 June 2019

I *Yvonne Falckh* being the Branch Secretary of the Australian Nursing and Midwifery Federation Northern Territory certify:

- that the documents lodged herewith are copies of the full report for Australian Nursing and Midwifery Federation Northern Territory for the period ended 30 June 2019 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the Australian Nursing and Midwifery Federation Northern Territory Branch (Committee of Management) on 7<sup>TH</sup> October 2019 and
- that the full report was presented to a second meeting of the Australian Nursing and Midwifery Federation Northern Territory Branch (Committee of Management) on 8<sup>th</sup> October 2019 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*
- In the October/November Newsletter to all members they were advised that the full report was to be presented to the full membership of the Australian Nursing and Midwifery Federation, Northern Territory Branch, (ANMF NT), by posting the full report on the ANMF NT website on the 22<sup>th</sup> October 2019.
- In accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*

Signature of prescribed designated officer:



Name of prescribed designated officer:

Yvonne Falckh

Title of prescribed designated officer:

Branch Secretary

Dated: 24<sup>th</sup> October 2019

**Australian Nursing and Midwifery Federation Northern  
Territory Branch**

Australian Nursing and Midwifery Federation  
Northern Territory Branch

ABN 85 434 337 677

General Purpose Financial Report  
for the year ended 30 June 2019

**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

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**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**SUSANNE LEE & ASSOCIATES PTY LTD**

CERTIFIED PRACTISING ACCOUNTANTS

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**Independent Auditor's Report to the Members of Australian Nursing and Midwifery Federation  
Northern Territory Branch**

**Report on the Audit of the Financial Report**

**Opinion**

I have audited the financial report of Australian Nursing and Midwifery Federation - Northern Territory Branch (the Reporting Unit), which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 30 June 2019, notes to the financial statements, including a summary of significant accounting policies; and the committee of management statement, the subsection 255(2A) report and the officer declaration statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Australian Nursing and Midwifery Federation - Northern Territory Branch as at 30 June 2019, and its financial performance and its cash flows for the year ended on that date in accordance with:

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

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

**Basis for Opinion**

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

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

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

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

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

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

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

# Australian Nursing and Midwifery Federation Northern Territory Branch

## SUSANNE LEE & ASSOCIATES PTY LTD

### *Responsibilities of Committee of Management for the Financial Report*

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

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

### *Auditor's Responsibilities for the Audit of the Financial Report*

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

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

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



**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**SUSANNE LEE & ASSOCIATES PTY LTD**

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

I declare that I am an auditor registered under the RO Act.



**SUSANNE LEE, FCPA**

DATED: 8 October 2019

Registration number (as registered by the Commissioner under the RO Act): AA2018/148

**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**EXPENDITURE REPORT REQUIRED UNDER SUBSECTION 255(2A)**

*for the year ended 30 June 2019*

The Committee of Management presents the expenditure report<sup>1</sup> as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2019.

<b>Categories of expenditures</b>	<b>2019 \$</b>	<b>2018 \$</b>
Remuneration and other employment-related costs and expenses - employees	1,094,621	986,253
Advertising	1,284	770
Operating costs	505,693	361,873
Donations to political parties	0	0
Legal costs	12,995	11,558



Signature of designated officer: .

Name and title of designated officer: - Yvonne Falckh, Branch Secretary - ANMF NT

# Australian Nursing and Midwifery Federation Northern Territory Branch

## OPERATING REPORT

The Committee of Management presents its operating report on the Reporting Unit for the year ended 30 June 2019.

### **Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year - s.254(2)(a)**

The principle activities of the Australian Nursing and Midwifery Federation, Northern Territory Branch, are the provision of professional and industrial support to our members.

There were no significant changes in the nature of the Association's principal activities during the reporting period.

### **Significant changes in financial affairs - s.254(2)(b)**

There were no significant changes in the Australian Nursing and Midwifery Federation, Northern Territory Branch's financial affairs during the period to which this report relates.

### **Right of members to resign - s.254(2)(c)**

(i) a member may resign from membership by written notice addressed and delivered to the Branch Secretary in which he or she is a member. (Rule 10 (b) (i) Australian Nursing and Midwifery Federation Federal Rules 1994).

(ii) The register of members of the Australian Nursing and Midwifery Federation, Northern Territory Branch, was maintained in accordance with the RO Act.

(iii) S254 of the RO Act outlines members and the registrar's rights to certain prescribed information.

### **Officers or members who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position - s254(2)(d)**

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such a position is that they are an officer or member of a registered organisation.

### **Number of members - regulation 159(a) and s.254(2)(f)]**

As at 30 June 2019 to which this report relates, the total number of members of the Australian Nursing and Midwifery Federation, Northern Territory Branch was 3245. 3145 of those were financial members and 100 were identified as un-financial members.

### **Number of employees - regulation 159(b) and s.254(2)(f)]**

As at 30 June 2019, the total number of employees employed by the reporting entity was 8.

### **Names of Committee of Management members and period positions held during the financial year - regulation 159(c) and s.254(2)(f)]**

Catherine Hatcher	President	1 July 2018 – 30 June 2019
Amanda Gill	Vice President	1 July 2018 – 30 June 2019
Yvonne Falckh	Branch Secretary - Registered Nurse & Midwife	1 July 2018 – 30 June 2019
Mary Hill	Branch Executive Councilor	1 July 2018 – 30 June 2019
Emil Tabbada	Branch Executive Councilor	1 July 2018 – 30 June 2019
Elizabeth Ferrier	Branch Councilor	9 July 2018 – 9 January 2019
Pauline Otieno	Branch Councilor	1 July 2018 – 30 June 2019
Ruth Preuss	Branch Councilor	1 July 2018 – 30 June 2019
Karen Brown	Branch Executive Councilor	1 July 2018 - 30 July 2018
Claudia Griffith	Branch Councilor	1 July 2018 – 29 November 2018

**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

The Branch Secretary is employed by ANMF NT.

A handwritten signature in black ink that reads "Yvonne Falckh". The signature is written in a cursive style with a large initial 'Y'.

Signature of designated officer:

Name and title of designated officer: - Yvonne Falckh, Branch Secretary - ANMF NT

Dated: 7<sup>th</sup> October 2019

# Australian Nursing and Midwifery Federation Northern Territory Branch

## COMMITTEE OF MANAGEMENT STATEMENT

On the 7<sup>th</sup> October 2019, the Committee of Management of Australian Nursing and Midwifery Federation, Northern Territory Branch, passed the following resolution in relation to the general-purpose financial report (GPFR) of the Australian Nursing and Midwifery Federation Northern Territory Branch for the financial year ended 30 June 2019:

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 any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the 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 RO Act; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
  - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the Committee of Management.

Signature of designated officer:



Name and title of designated officer: .... **Emil Tabbada - Acting Branch President, ANMF NT**

Dated 7<sup>th</sup> October 2019

**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**STATEMENT OF COMPREHENSIVE INCOME**

**for the YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Revenue</b>			
Membership Contributions	3a	1,828,883	1,669,531
Voluntary Levies/Appeals	3b	7,581	7,636
Interest Received	3c	43,902	52,448
Other Revenue	3d	13,202	6,808
<b>Total Revenue</b>		<u><b>1,893,568</b></u>	<u><b>1,736,423</b></u>
<b>Expenses</b>			
Employee Expenses	4a	1,094,621	986,253
Capitation Fees	4b	67,515	63,994
Affiliation Fees	4c	14,020	13,980
Administration Expenses	4d	289,968	206,126
Grants & Donations	4e	0	291
Depreciation	4f	47,946	45,811
Finance Costs	4g	0	0
Legal & Professional Costs	4h	12,995	11,558
Audit Costs	14	9,000	9,000
Write-down and Impairment of Assets	4i	0	0
Net Losses from Sale of Assets	4j	0	0
Other Expenses	4k	78,528	23,441
<b>Total Expenses</b>		<u><b>1,614,593</b></u>	<u><b>1,360,454</b></u>
<b>Surplus (Deficit) For Year</b>		<u><b>278,975</b></u>	<u><b>375,969</b></u>
Other comprehensive income		0	0
<b>Total comprehensive income for the year</b>		<u><b>278,975</b></u>	<u><b>375,969</b></u>

The above statement should be read in conjunction with the accompanying notes.

# Australian Nursing and Midwifery Federation Northern Territory Branch

## STATEMENT OF FINANCIAL POSITION

as at 30 June 2019

	Note	2019	2018
		\$	\$
<b>Current Assets</b>			
Cash and Cash Equivalents	5a	3,260,193	2,908,598
Trade and Other Receivables	5b	2,675	0
Other Current Assets	5c	0	0
<b>Total Current Assets</b>		<b><u>3,262,868</u></b>	<b><u>2,908,598</u></b>
<b>Non-Current Assets</b>			
Land and Building	6a	1,187,594	1,231,664
Property, Plant & Equipment	6b	0	2,747
Motor Vehicles	6c	18,794	0
<b>Total Non – Current Assets</b>		<b><u>1,206,388</u></b>	<b><u>1,234,411</u></b>
<b>Total Assets</b>		<b><u>4,469,256</u></b>	<b><u>4,143,009</u></b>
<b>Current Liabilities</b>			
Trade Payables	7a	99,477	61,326
Other Payables	7b	260,523	287,276
Employee Provisions	8a	202,629	159,638
<b>Total Current Liabilities</b>		<b><u>562,629</u></b>	<b><u>508,240</u></b>
<b>Non-Current Liabilities</b>			
Employee Provisions	8b	50,447	57,565
Other Non-Current Liabilities	9a	0	0
<b>Total Non-Current Liabilities</b>		<b><u>50,447</u></b>	<b><u>57,565</u></b>
<b>Total Liabilities</b>		<b><u>613,076</u></b>	<b><u>565,804</u></b>
<b>Net Assets</b>		<b><u>3,856,180</u></b>	<b><u>3,577,206</u></b>
<b>Equity</b>			
Retained Earnings		3,577,206	3,201,237
Surplus/(Deficit)		278,975	375,969
<b>Total Equity</b>	10a	<b><u>3,856,180</u></b>	<b><u>3,577,206</u></b>

The above statement should be read in conjunction with the accompanying notes.

**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**STATEMENT OF CHANGES IN EQUITY  
for the Year Ended 30 June 2019**

	Note	Retained Earnings
<b>Balance at 30 June 2017</b>		<b>3,301,237</b>
Profit for the year ended June 30 2018		375,969
<b>Closing balance as at 30 June 2018</b>		<b>3,577,206</b>
Profit for the year ended 30 June 2019		278,975
<b>Closing balance as at 30 June 2019</b>	10a	<b>3,856,180</b>

The above statement should be read in conjunction with the accompanying notes.



**Australian Nursing and Midwifery Federation Northern Territory  
Branch**

**CASH FLOW STATEMENT  
for the period ended 30 June 2019**

	Note	2019	2018
		\$	\$
<b>Operating Activities</b>			
<b>Cash received</b>			
Receipts		1,813,090	1,666,982
Interest		43,902	52,448
Other		19,614	14,894
<b>Cash used</b>			
Employees		929,862	969,460
Suppliers		575,227	320,572
<b>Net cash from (used by) operating activities</b>	11 a)	<b>371,517</b>	<b>444,343</b>
<b>Investing Activities</b>			
<b>Cash Received</b>			
Proceeds from sale of Plant & Equipment		0	0
Proceeds from sale of Land & Buildings		0	0
Other		0	0
<b>Cash Used</b>			
Purchase of Motor Vehicle		(18,794)	
Purchase of Plant & Equipment		0	0
Purchase of Land & Buildings		(1,128)	(9,091)
<b>Net Cash Flows From (used by) Investing Activities</b>		<b>(19,922)</b>	<b>(9,091)</b>
<b>Cash from Financing Activities</b>			
<b>Cash received</b>			
Contributed equity		0	0
Other		0	0
<b>Cash used</b>			
Repayment of borrowings		0	0
Other		0	0
<b>Net cash from (used by) financing activities</b>		<b>0</b>	<b>0</b>
<b>Net Increase (Decrease) In Cash Held</b>		<b>351,595</b>	<b>435,252</b>
Cash & cash equivalents at the beginning of the reporting period		2,908,598	2,473,346
<b>Cash &amp; cash equivalents at the end of the reporting period</b>	5 (a)	<b>3,260,193</b>	<b>2,908,598</b>

The above statement should be read in conjunction with the accompanying notes.

# Australian Nursing and Midwifery Federation Northern Territory Branch

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# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

The financial report covers the Australian Nursing and Midwifery Federation Northern Territory Branch as an individual entity incorporated and domiciled in Australia. Australian Nursing and Midwifery Federation Northern Territory Branch is a registered employee organisation under the *Fair Work (Registered Organisations) Act 2009*.

#### 1.1 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general-purpose financial statements, the Australian Nursing and Midwifery Federation Northern Territory Branch is a not-for-profit entity.

The financial statements, except for cash flow information, have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

#### 1.2 Comparative amounts

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

#### 1.3 Critical Accounting Estimates and Judgments

The Branch evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within Branch.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however, as additional information is known then the actual results may differ from the estimates.

##### *Key estimates - Control*

Control is achieved where a reporting unit is exposed or has rights to variable return from its involvement with an investee and has the ability to affect those returns through its power over the reporting unit.

##### *Key estimates - Impairment*

The Branch assesses impairment at the end of each reporting period by evaluating conditions specific to Branch that may be indicative of impairment triggers. There are no indicators of impairment as at 30 June 2019.

# Australian Nursing and Midwifery Federation Northern Territory Branch

## 1.4 New Australian Accounting Standards

### *Adoption of New Australian Accounting Standard Requirements*

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year except for the following standards and amendments, which have been adopted for the first time this financial year:

- AASB 9 Financial Instruments and relevant amending standards, which replaces AASB 139 Financial Instruments: Recognition and Measurement.
- The adoption of this amendment did not have an impact on the Australian Nursing and Midwifery Federation Northern Territory Branch.
- AASB 2017-1 Amendments to Australian Accounting Standards – Transfers of Investments Property, Annual Improvements 2014-2016 Cycle and other amendments, which clarify certain requirements in:
  - AASB 12 Disclosure of Interests in Other Entities – clarification of scope
  - AASB 128 Investments in Associates and Joint Ventures – measuring an associate or joint venture at fair value
  - AASB 140 Investment Property – change in use

The adoption of this amendment did not have an impact on the Australian Nursing and Midwifery Federation Northern Territory Branch.

## Future Australian Accounting Standards Requirements

There are no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the Australian Nursing and Midwifery Federation Northern Territory Branch.

## 1.5 Acquisition of assets and or liabilities that do not constitute a business combination

The Australian Nursing and Midwifery Federation Northern Territory Branch did not acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of the organisation, a determination or revocation by the General Manager of the Fair Work Commission under subsections 245(1) or 249(1) of the RO Act.

## 1.6 Revenue

Revenue is measured at the fair value of the consideration received or receivable. Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates. Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30-day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

# Australian Nursing and Midwifery Federation Northern Territory Branch

## 1.7 Government Grants

Government grants are not recognised until there is reasonable assurance that the Australian Nursing and Midwifery Federation Northern Territory Branch will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the Australian Nursing and Midwifery Federation Northern Territory Branch recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the Australian Nursing and Midwifery Federation Northern Territory Branch should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Australian Nursing and Midwifery Federation Northern Territory Branch with no future related costs are recognised in the Statement of Comprehensive Income in the period in which they become receivable.

## 1.8 Gains – Sale of Assets

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

## 1.9 Capitation fees and levies

Capitation fees and levies are to be recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

## 1.10 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required, and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured at their present value in respect of services provided by employees up to reporting date.

The Australian Nursing and Midwifery Federation Northern Territory Branch will recognise a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

## 1.11 Leases

The Australian Nursing and Midwifery Federation Northern Territory Branch does not hold any financial or operating leases.

## 1.12 Borrowing costs

All borrowing costs are recognised in the Statement of Comprehensive Income in the period in which they are incurred.

# Australian Nursing and Midwifery Federation Northern Territory Branch

## 1.13 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts

## 1.14 Financial instruments

Financial assets and financial liabilities are recognised when the Australian Nursing and Midwifery Federation Northern Territory Branch entity becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

## 1.15 Financial Assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

The carrying amount of financial assets are their historical cost. When a trade receivable is considered uncollectible, it is written off against a bad debt account. Subsequent recoveries of amounts previously written off are credited against a prior year income account.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases, and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

### **Derecognition of financial assets**

The Australian Nursing and Midwifery Federation Northern Territory Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

## 1.16 Financial Liabilities

The Australian Nursing and Midwifery Federation Northern Territory Branch's financial liabilities include trade and other payables.

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

No fees or allowances were paid to any person to attend a conference or other meeting as a representative of the Australian Nursing and Midwifery Federation Northern Territory Branch.

# Australian Nursing and Midwifery Federation Northern Territory Branch

The Australian Nursing and Midwifery Federation Northern Territory Branch did not derive a receivable or other right to receive cash; or a payable or other financial liability in the reporting period to 30 June 2019.

The Australian Nursing and Midwifery Federation Northern Territory Branch did not pay employers any consideration for the employers making payroll deductions of membership subscriptions.

## Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

### 1.17 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

### 1.18 Land, Buildings, Plant and Equipment

#### Asset Recognition Threshold

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. The Branch has adopted a policy of expensing capital items with a purchase value of less than \$5,000.

#### Revaluations—Land and Buildings

The Australian Nursing and Midwifery Federation Northern Territory Branch has not revalued its Land & Buildings since their initial purchase date. A revaluation has been commissioned and will be included in the 2019/2020 financial statements.

#### Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight-line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation on property, plant and equipment is calculated on the Prime Cost method and is charged against income so as to provide for the write down of cost over the estimated life of the asset to the Branch.

	2019	2018
Office Equipment	15%	15%
Furniture and Fixtures	15%	15%
Coconut Grove Office	2%	2%
Office Fit-Out	5%	5%
Motor Vehicle	20%	20%

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Derecognition

An item of property, plant and equipment is de-recognised upon disposal or when no further future economic benefits are expected from its use or disposal. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These are included in the Statement of Comprehensive Income.

### 1.19 Investment property

The Australian Nursing and Midwifery Federation Northern Territory Branch does not hold any investment property.

### 1.20 Intangibles

Intangible assets with finite lives that are acquired separately are carried at cost less accumulated amortisation and accumulated impairment losses. Amortisation is recognised on a straight-line basis over their estimated useful life. The estimated useful lives and amortisation method are reviewed at the end of each reporting period, with the effect of any changes in estimate being accounted for on a prospective basis. Intangible assets with indefinite useful lives that are acquired separately are carried at cost less accumulated impairment losses. The useful life of the Australian Nursing and Midwifery Federation Northern Territory Branch intangible assets are:

	2019	2018
Intangibles	1 to 5 years	1 to 5 years

## Derecognition

An intangible asset is derecognised on disposal, or when no future economic benefits are expected from use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset are recognised in profit and loss when the asset is derecognised.

### 1.21 Impairment for non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated, and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset.

Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if Australian Nursing and Midwifery Federation Northern Territory Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### 1.22 Taxation

The Australian Nursing and Midwifery Federation Northern Territory Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.



# **Australian Nursing and Midwifery Federation Northern Territory Branch**

## **Notes to the Financial Statements For the Year Ended 30 June 2019**

### **1.23 Fair value measurement**

The Australian Nursing and Midwifery Federation Northern Territory Branch measures financial instruments, such as, financial asset as at fair value through the profit and loss, and non-financial assets such as land and buildings, at historical cost at each balance sheet date.

The Australian Nursing and Midwifery Federation Northern Territory Branch will be receiving a Certified Valuers valuation report in early 2019/2020 for its land and buildings. This is a valuation technique that is appropriate in the circumstances and for which sufficient data will be available to measure fair value.

### **1.24 Going Concern**

The Australian Nursing and Midwifery Federation Northern Territory Branch is not reliant on any financial support to continue on a going concern basis.

The Australian Nursing and Midwifery Federation Northern Territory Branch has not provided any financial support to any other ANMF branch or the Australian Nursing and Midwifery Federation.

## **2 EVENTS AFTER THE REPORTING PERIOD**

There were no events that occurred after 30 June 2019, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of Australian Nursing and Midwifery Federation Northern Territory Branch.

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 3 INCOME

		2019	2018
		\$	\$
<b>3a</b>	<b>Contributions from Members</b>	<u>1,828,883</u>	<u>1,669,531</u>
<b>3b</b>	<b>Voluntary Levies/Appeals</b>		
	Hesta Fund	5,455	5,454
	Fleet Network	1,378	1,546
	Other	<u>748</u>	<u>636</u>
		<u>7,581</u>	<u>7,636</u>
<b>3c</b>	<b>Interest Revenue</b>		
	Interest on Deposits	<u>43,902</u>	<u>52,448</u>
<b>3d</b>	<b>Other Revenue</b>		
	Flight Reimbursements	9,176	5,253
	ANMF NT Training Centre	946	1,382
	Sundry Income	1,911	173
	Biennial Conference – Income in Advance ANMF FO	<u>1,169</u>	<u>0</u>
	<b>Total Other Revenue</b>	<u>13,202</u>	<u>6,808</u>
<b>3e</b>	<b>Grants or donations</b>		
	Grants	0	0
	Donations	0	0
	<b>Total grants or donations</b>	<b>0</b>	<b>0</b>
<b>3f</b>	<b>Net gains from sale of assets</b>		
	Land and buildings	0	0
	Plant and equipment	0	0
	Intangibles	0	0
	<b>Total net gain from sale of assets</b>	<b>0</b>	<b>0</b>
<b>3g</b>	<b>Revenue from recovery of wages activity.</b>		
	Amounts recovered from employers in respect of wages	0	0
	Interest received on recovered money	0	0
	<b>Total revenue from recovery of wages activity</b>	<b>0</b>	<b>0</b>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 4 EXPENSES

		2019	2018
		\$	\$
<b>4a</b>	<b>Employee Expenses</b>		
	<b>Employees other than office holders</b>		
	A/E Wages & Salaries	666,993	619,241
	A/E Superannuation	76,429	70,188
	A/E Super Extra	27,230	33,340
	A/E Provision for Annual Leave	4,510	(703)
	A/E Provision Long Service Leave	22,076	22,787
	A/E Separation & Redundancies	0	0
	A/E Other Employer Expenses	0	0
	<b>Total Employees other than office holders</b>	<b>797,238</b>	<b>744,853</b>
	<b> Holders of Office</b>		
	O/H Wages & Salaries	154,342	155,796
	O/H Superannuation	18,769	18,313
	O/H Super Extra	2,635	0
	O/H Qualification Allowance	4,390	4,281
	O/H Vehicle Allowance	5,200	5,200
	O/H Service Allowance	15,946	15,946
	O/H Provision for Annual Leave	18,418	(33,255)
	O/H Provision Long Service Leave	1,800	3,971
	O/H Separation & Redundancies	0	0
	<b>Total Holders of office</b>	<b>221,500</b>	<b>170,252</b>
	<b>Indirect Employment Costs</b>		
	Workers Compensation	18,672	17,061
	Payroll Tax	54,058	51,082
	Staff Amenities	3,154	3,006
	<b>Total Other Employment Expenses</b>	<b>75,884</b>	<b>71,149</b>
	<b>Total Employment Expenses</b>	<b>1,094,621</b>	<b>986,253</b>
<b>4b</b>	<b>Capitation Expenses</b>		
	Capitation Fees - ANMF	67,515	63,994
	<b>Total Capitation Expenses</b>	<b>67,515</b>	<b>63,994</b>
<b>4c</b>	<b>Affiliation Fees</b>		
	ACTU Affiliation Fee	0	0
	Unions NT Affiliation Fee	14,020	13,980
	<b>Total Affiliation Fees</b>	<b>14,020</b>	<b>13,980</b>
<b>4d</b>	<b>Administration</b>		
	Consideration to Employers for Payroll Deductions	0	0
	Compulsory levies	0	0
	Fees/Allowances	28,516	20,732
	Conference and Meeting Expenses	27,314	16,621
	Contractors/Consultants	15,985	12,833
	Property Expenses	58,843	44,797

## Australian Nursing and Midwifery Federation Northern Territory Branch

	Office Expenses	136,309	80,980
		<b>2019</b>	<b>2018</b>
		\$	\$
	Information Communications Technology	23,001	30,454
	Other	0	0
	<b>Total Administration</b>	<u><b>289,968</b></u>	<u><b>206,417</b></u>
<b>4e</b>	<b>Grants &amp; Donations</b>		
	Grants > \$1,000	0	0
	Grants < \$1,000	0	0
	Donations > \$1,000	0	0
	Donations < \$1,000	0	291
	<b>Total Grants &amp; Donations</b>	<u><b>0</b></u>	<u><b>291</b></u>
<b>4f</b>	<b>Depreciation</b>		
	Depreciation Expense	47,946	45,811
	<b>Total Depreciation</b>	<u><b>47,946</b></u>	<u><b>45,811</b></u>
<b>4g</b>	<b>Finance Costs</b>		
	Finance leases	0	0
	Overdrafts/loans	0	0
	<b>Total Finance Costs</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>4h</b>	<b>Legal &amp; Professional Costs</b>		
	Other Legal Costs		
	Ex-Gratia Payment (Claim settlement – deed signed)	0	0
	Professional Fees re Inquest/Coroners Court	0	0
	Litigation	12,995	11,558
	<b>Total Legal &amp; Professional Costs</b>	<u><b>12,995</b></u>	<u><b>11,558</b></u>
<b>4i</b>	<b>Write-down and impairment of assets</b>		
	Asset write-downs and impairments of:		
	Land and buildings	0	0
	Plant and equipment	0	0
	Intangible assets	0	0
	Other	0	0
	<b>Total write-down and impairment of assets</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>4j</b>	<b>Net losses from sale of assets</b>		
	Land and buildings	0	0
	Plant and equipment	0	0
	Intangibles	0	0
	<b>Total net losses from asset sales</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>4k</b>	<b>Other Expenses</b>		
	Penalties - via RO Act or the <i>Fair Work Act 2009</i>	0	0
	Members Services	78,528	23,441
	<b>Total Other Expenses</b>	<u><b>78,528</b></u>	<u><b>23,441</b></u>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 5 CURRENT ASSETS

		2019 \$	2018 \$
<b>5a</b>	<b>Cash &amp; Cash Equivalents</b>		
	Cash at Bank	1,067,440	740,945
	Cash on Hand	386	380
	Short Term Deposits	2,192,367	2,167,273
	<b>Total Cash &amp; Cash Equivalents</b>	<b>3,260,193</b>	<b>2,908,598</b>
<b>5b</b>	<b>Trade &amp; Other Receivables</b>		
	GST receivables from the Australian Taxation Office	2,676	418
	Trade Receivables	0	0
	Receivables from Other Reporting Units	0	0
	<b>Total Trade &amp; Other Receivables</b>	<b>2676</b>	<b>418</b>
<b>5c</b>	<b>Other Current Assets</b>		
	No Other Current Assets	<b>0</b>	<b>0</b>

### 6 NON-CURRENT ASSETS

<b>6a</b>	<b>Land &amp; Buildings</b>		
	Fair Value	1,504,094	1,502,965
	Accumulated Depreciation	(316,500)	(271,300)
	<b>Total Land &amp; Buildings</b>	<b>1,187,594</b>	<b>1,231,665</b>

### Reconciliation of the Opening and Closing Balances of Land and Buildings

<b>As at 1 July 2018</b>			
Gross book value	1,502,966	1,493,874	
Accumulated depreciation and impairment	(271,300)	(228,072)	
<b>Net book value 1 July 2018</b>	<b>1,231,666</b>	<b>1,265,803</b>	
Additions:			
By purchase	1,128	9,091	
From acquisition of entities (including restructuring)	0	0	
Revaluations	0	0	
Impairments	0	0	
Depreciation expense	45,200	43,229	
Other movement			
Disposals:	0	0	
From disposal of entities (including restructuring)	0	0	
Other	0	0	
<b>Net book value 30 June 2019</b>	<b>1,187,594</b>	<b>1,231,665</b>	
<b>Net book value as of 30 June represented by:</b>			
Gross book value	1,504,094	1,502,965	
Accumulated depreciation and impairment	(316,500)	(271,300)	
<b>Net book value 30 June 2019</b>	<b>1,187,594</b>	<b>1,231,665</b>	

**Australian Nursing and Midwifery Federation Northern Territory  
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	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>6b Plant &amp; Equipment</b>		
Plant and equipment: at cost	19,083	19,083
Accumulated Depreciation	(19,083)	(16,336)
<b>Total Plant &amp; Equipment</b>	<b>0</b>	<b>2,747</b>
 <b>6c Motor Vehicles</b>		
Motor Vehicle: at Cost	18,794	0
Accumulated Depreciation	0	0
<b>Total Motor Vehicle</b>	<b>18,794</b>	<b>0</b>
 <b>Reconciliation of the Opening and Closing Balances of Plant and Equipment</b>		
<b>As at 1 July 2018</b>		
Gross book value	19,083	19,083
Accumulated depreciation and impairment	(16,336)	(13,754)
<b>Net book value 1 July 2018</b>	<b>2,747</b>	<b>5,329</b>
Additions:		
By purchase		0
From acquisition of entities (including restructuring)		0
Revaluations		0
Impairments		0
Depreciation expense	2,747	2,582
Other movement		0
<b>Net book value 30 June 2019</b>	<b>0</b>	<b>2,747</b>
<b>Net book value as of 30 June represented by:</b>		
Gross book value	19,083	19,083
Accumulated depreciation and impairment	(19,083)	(16,336)
<b>Net book value 30 June 2019</b>	<b>0</b>	<b>2,747</b>
 <b>Reconciliation of the Opening and Closing Balances of Motor Vehicles</b>		
<b>As at 1 July 2018</b>		
Gross book value	0	0
Accumulated depreciation and impairment	0	0
<b>Net book value 1 July 2018</b>	<b>0</b>	<b>0</b>
Additions:		
By purchase	18,794	0
From acquisition of entities (including restructuring)	0	0
Revaluations	0	0
Impairments	0	0
Depreciation expense	0	0
Other movement	0	0
<b>Net book value 30 June 2019</b>	<b>0</b>	<b>0</b>
<b>Net book value as of 30 June represented by:</b>		
Gross book value	18,794	0
Accumulated depreciation and impairment	0	0
<b>Net book value 30 June 2019</b>	<b>18,794</b>	<b>0</b>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

<b>7</b>	<b>CURRENT LIABILITIES</b>		
<b>7a</b>	<b>Trade Payables</b>		
	Trade Creditors and Accruals	99,477	61,326
	<b>Total trades payables</b>	<b>99,477</b>	<b>61,326</b>
<b>7b</b>	<b>Other Payables</b>		
	Subscriptions in Advance	249,317	266,203
	Audit Accrual	9,000	9,000
	Staff Reimbursements	0	0
	NT Payroll Tax	0	0
	GST Payable	0	0
	Wages Accrual A/Employees	0	0
	Wages Accrual O/Holder	0	0
	Novated Lease	2,206	1,343
	Superannuation	0	11,146
	Payables Legal Costs - Litigation	0	0
	Payables Legal Costs - Other	0	0
	<b>Total Other Payables</b>	<u><b>260,523</b></u>	<u><b>287,692</b></u>

Settlement is usually made within 30 days.

Included in the Trade Creditors and Accruals is an amount of \$572 owed to ANMF Federal Office

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 8 PROVISIONS

	2019 \$	2018 \$
<b>8a&amp;8b Employee Provisions</b>		
<b>Office Holders</b>		
Annual Leave	19,323	905
Long Service Leave	56,175	54,375
Separation & Redundancies	0	0
Other Employee Provisions	0	0
<b>Sub-total Employee Provisions – Office Holders</b>	<b>75,498</b>	<b>55,280</b>
<b>Employees other than Office Holders</b>		
Annual Leave	70,802	66,292
Long Service Leave	106,776	95,631
Separation & Redundancies	0	0
Other Employee Provisions	0	0
<b>Sub-total Employee Provisions – Others</b>	<b>177,578</b>	<b>161,923</b>
<b>Total Employee Provisions</b>	<b>253,076</b>	<b>217,203</b>
Current	202,629	159,638
Non-Current	50,447	57,565
<b>Total Employee Provisions</b>	<b>253,076</b>	<b>217,203</b>

### 9 NON-CURRENT LIABILITIES

<b>9a Other Non-Current Liabilities</b>		
No Other Non-Current Liabilities	<b>0</b>	<b>0</b>

### 10 EQUITY

<b>10a General Funds (Reserves)</b>		
<b>Balance at Start of Year</b>	<b>3,577,206</b>	<b>3,201,237</b>
Transferred to Reserve	278,975	375,969
Transferred out of Reserve	0	0
<b>Balance at End of year</b>	<b>3,856,180</b>	<b>3,577,206</b>



# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 11 CASH FLOW

		2019	2018
		\$	\$
11(a)	<b>a) Reconciliation of Cash</b>		
	<b>Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:</b>		
	<b>Cash and cash equivalents as per</b>		
	Cash Flow Statement	3,260,193	2,908,598
	Balance Sheet	3,260,193	2,908,598
	<b>Difference</b>	<u><u>0</u></u>	<u><u>0</u></u>
	<b>Reconciliation of Cash Flow From Operations with Net Surplus (Deficit)</b>		
	Net Surplus (Deficit)	<u>278,975</u>	<u>375,969</u>
	<b>Adjustments for Non-Cash Items</b>		
	Depreciation	<u>47,946</u>	<u>45,811</u>
	Net write-down of non-financial assets	<u>0</u>	<u>0</u>
	Fair value movements in investment property	<u>0</u>	<u>0</u>
	Gain on disposal of assets	<u>0</u>	<u>0</u>
	<b>Changes in Assets/Liabilities</b>		
	(Increase)/ decrease in receivables	(16,887)	550
	Increase/ (decrease) in supplier payables	38,151	7,817
	Increase/ (decrease) in payables/other	(2,258)	28,403
	Increase/(decrease) in provisions for employee entitlements	25,591	(14,207)
	<b>Net Cash from (used by) Operating Activities</b>	<u><u>371,517</u></u>	<u><u>444,343</u></u>
11(b)	<b>Cash Flow Information</b>		
	Cash inflows		
	ANMF (Federal Office)	10,964	5,893
	<b>Total cash inflows</b>	<b>10,964</b>	<b>5,893</b>
	Cash outflows		
	ANMF (Federal Office)	110,022	106,620
	<b>Total cash outflows</b>	<b>110,022</b>	<b>106,620</b>

### 12 CONTINGENT LIABILITIES, ASSETS and COMMITMENTS

No contingent liabilities, commitments or leases exist as at 30 June 2019

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 13 RELATED PARTY DISCLOSURES

		2019	2018
		\$	\$
13(a)	<b>Related Party Transactions for the Reporting Period</b>		
	<b>Expenses paid to include the following</b>		
	Capitation Fees ANMF	67,515	63,994
	Levy - ACTU	0	0
	Unions NT Affiliation Fee	14,020	13,980
	<b>Total Related Party Disclosures</b>	<b>81,535</b>	<b>77,974</b>

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2019, the ANMF (NT BRANCH) has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2018: \$0). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

### 13(b) Key Management Personnel Remuneration for the Reporting Period

#### Short-term employee benefits

Salary (including annual leave taken)	154,342	155,796
Annual leave accrued	19,323	905
Performance bonus	0	0
Qualification Allowance	4,390	4,281
Vehicle Allowance	5,200	5,200
Service Allowance	15,946	15,946
<b>Total short-term employee benefits</b>	<b>199,201</b>	<b>182,128</b>

#### Post-employment benefits:

Superannuation	21,403	26,986
<b>Total post-employment benefits</b>	<b>21,403</b>	<b>26,986</b>

#### Other long-term benefits:

Long-service leave	2,369	1,597
<b>Total other long-term benefits</b>	<b>2,369</b>	<b>1,597</b>

Termination benefits	0	0
<b>Total</b>	<b>222,973</b>	<b>210,711</b>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## 13(c) Related Parties Transactions

There have been no other transactions between the officers of the Union other than those relating to their membership of the Union and the reimbursement of the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

## 13(d) Key Management Personnel Disclosure

The President and other Executive Committee Members and the Branch's Councillors were not remunerated in their capacity as councillors for the year ended 30 June 2019.

## 13(e) Close Members of the Family of Key Management Personnel

There are no staff members that have worked at the union who are close members of the family of Key Management Personnel.

## 14 REMUNERATIONS OF AUDITOR

Financial Statements Audit	9,000	9,000
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No other services were provided by the auditors of the financial statements.

## 15 FINANCIAL INSTRUMENTS

The Branch's business activities are exposed to a variety of financial risks, which include credit risk, liquidity risk and market risk. Management ensures that it has sound policies and strategies in place to minimize potential adverse effects of these risks on the Branch's financial performance.

### (a) Credit risk

Credit risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to the Branch. Credit risk arises from deposits with banks and receivables from third parties. The maximum exposure to credit risk at balance date is the carrying amount of financial assets as disclosed in the statement in the balance sheet and notes to the financial statements. The Branch does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Branch.

### (b) Liquidity risk

Liquidity risk refers to the risk that the Branch will not be able to meet its financial obligations as they fall due and lack of funding to finance its growth and capital expenditures and working capital requirements.

The following summarizes the maturity profile of the Branch's non-derivative financial liabilities based on contractual undiscounted payments:

*At June 30, 2019*

	On Demand-1 Year \$	1-5 Years \$	> 5 Years \$	Total \$
Trade creditors and accruals	108,476			108,476
Subscriptions in advance	249,317			249,317
	<b>357,793</b>			<b>357,793</b>

*At June 30, 2018*

	On Demand-1 Year \$	1-5 Years \$	>5 Years \$	Total \$
Trade creditors and accruals	70,326			70,326
Subscriptions in advance	266,203			266,203
	<b>336,529</b>			<b>336,529</b>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### (c) Market risk

Market risk refers to the risk that changes in market prices, such as foreign exchange rates, interest rates and other market prices that will affect the Branch's income or the value of its holdings of financial statements. The Branch is only subject to risk on changes in interest rates.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Branch's exposure to the risk of changes in market interest rates relates primarily to the interest-bearing liabilities, which are subject to floating interest rates. The branch has no interest-bearing liabilities.

## 16 FAIR VALUE MEASUREMENTS

### Note 16A Financial Assets and Liabilities

Management of the Branch assessed that cash, trade receivables, trade payables, and other current liabilities approximate their carrying amounts largely due to the short-term maturities of these instruments.

The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values:

- Fair values of the Australian Nursing and Midwifery Federation Northern Territory Branch's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The own performance risk as 30 June 2019 was assessed to be insignificant.
- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the Branch based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at 30 June 2019 the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

The following table contains the carrying amounts and related fair values for the Australian Nursing and Midwifery Federation Northern Territory Branch financial assets and liabilities:

	Carrying amount 2019 \$	Fair value 2019 \$	Carrying amount 2018 \$	Fair value 2018 \$
<b>Financial Assets</b>				
Cash and Cash Equivalents	3,260,193	3,260,193	2,908,598	2,908,598
Trade & Other Receivables	0	0	0	0
<b>Total</b>	<b>3260,193</b>	<b>3260,193</b>	<b>2,908,598</b>	<b>2,908,598</b>
<b>Financial Liabilities</b>				
Trade Payables	99,476	99,476	61,326	61,326
Other Payables	258,317	258,317	275,203	275,203
<b>Total</b>	<b>357,793</b>	<b>357,793</b>	<b>336,529</b>	<b>336,529</b>

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 16B: Financial and Non-financial Assets and Liabilities Fair Value Hierarchy

The following tables provide an analysis of financial and non-financial assets and liabilities that are measured at fair value, by fair value hierarchy.

#### Fair value hierarchy –30 June 2019

	Date of valuation	Level 1	Level 2	Level 3
Assets measured at fair value		\$	\$	\$
Land & Buildings	No Valuation	1,231,664		
Plant & Equipment		2,747		
<b>Total</b>		<b>1,224,411</b>		
Liabilities measured at fair value				
Employee Provisions		217,203		
<b>Total</b>		<b>217,203</b>		

#### Fair value hierarchy–30 June 2018

	Date of valuation	Level 1	Level 2	Level 3
Assets measured at fair value		\$	\$	\$
Land & Buildings	No Valuation	1,265,802		
Plant & Equipment		5,329		
<b>Total</b>		<b>1,271,131</b>		
Liabilities measured at fair value				
Employee Provisions		243,929		
<b>Total</b>		<b>243,929</b>		

# Australian Nursing and Midwifery Federation Northern Territory Branch

## Notes to the Financial Statements For the Year Ended 30 June 2019

### 17: Administration of financial affairs by a third party

There is no administration of the Australian Nursing and Midwifery Federation Northern Territory Branch's financial affairs by a third party.

### 18 Section 272 Fair Work (Registered Organisations) Act 2009

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

Information to be provided to members or the Commissioner:

- (1) A member of a reporting unit, or the Commissioner, may apply to the Australian Nursing and Midwifery Federation Northern Territory Branch for specified prescribed information in relation to the Australian Nursing and Midwifery Federation Northern Territory Branch 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 Australian Nursing and Midwifery Federation Northern Territory Branch.
- (3) A reporting unit must comply with an application made under subsection (1).

# Australian Nursing and Midwifery Federation Northern Territory Branch

## OFFICER DECLARATION STATEMENT

I, Yvonne Falckh, being the Branch Secretary of the Australian Nursing and Midwifery Federation Northern Territory Branch, declare that the following activities did not occur during the reporting period ending 30 June 2019

The reporting unit did not:

- acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission
- receive capitation fees from another reporting unit
- receive any other revenue from another reporting unit
- receive revenue via compulsory levies
- have a fund or account or compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity.
- have a balance within the general fund
- have another entity administer the financial affairs of the reporting unit
- make a payment to a former related party of the reporting unit



Signed by the officer:  
Dated: 8<sup>th</sup> October 2019



2 July 2019

Francesca Falckh  
Branch Secretary  
Australian Nursing and Midwifery Federation-Northern Territory Branch  
Sent via email: [secretary@anmfnt.org.au](mailto:secretary@anmfnt.org.au)

Dear Francesca Falckh,

**Re: Lodgement of Financial Report - FR2019/199  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Nursing and Midwifery Federation-Northern Territory Branch (the reporting unit) ended on 30 June 2019. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

### **Loans Grants and Donations Statement**

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2019.

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

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

### **Financial report**

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

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2019 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

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



You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

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

### **Auditor's report**

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

## **REMINDER**

### **YOUR AUDITOR MUST BE REGISTERED (s.256)**

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

### **Contact**

Should you require any clarification in relation to the above, please email [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,

**Kylie Ngo**  
**Registered Organisations Commission**



## Fact sheet

### Summary of financial reporting timelines – s.253 financial reports

#### General Information:

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

**STEP 1:**  
Reporting unit must prepare the General Purpose Financial Report, Committee of Management Statement, s.255(2A) Report and Operating Report as soon as practicable after the end of the financial year:



**STEP 2:**  
Committee of Management statement – resolution to be passed by the Committee of Management in relation to the General Purpose Financial Report (**1st meeting**)



**STEP 3:**  
Registered Auditor to prepare and sign the Auditor's Report and provide to the Reporting unit **within a reasonable timeframe**

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

**STEP 4:**  
Provide **full report** to members at least 21 days before the General Meeting



**STEP 5:**  
Present **full report** to a General Meeting of Members within 6 months of the reporting unit's end of financial year (2nd meeting)



**STEP 6:**  
Prepare and sign the designated officer's certificate then lodge **full report** and the designated officer's certificate with the ROC within 14 days of the 2nd meeting

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

**STEP 4:**  
Provide **full report** to members **within 5 months of the reporting unit's end of financial year**



**STEP 5:**  
Present **full report** to Committee of Management Meeting within 6 months of the reporting unit's end of financial year (2nd meeting)



**STEP 6:**  
Prepare and sign the designated officer's certificate then lodge **full report** and the designated officer's certificate with the ROC **within 14 days of the 2nd meeting**

## Misconceptions

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

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

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



## Fact sheet

### Loans, Grants & Donations

#### **The Loans, Grants & Donations Requirements**

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

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

#### **The Loans, Grants & Donations Statement**

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

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

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

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

## Common misconceptions

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

Misconception	Requirement
✘ Only reporting units must lodge the Statement.	✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
✘ Employees can sign the Statement.	✔ The statement must be signed by an elected officer of the relevant branch.
✘ Statements can be lodged with the financial report.	✔ The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

## Grants & Donations within the Financial Report

Item 14(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [ROC's Model Statements](#) the note appears as follows:

### Note 4E: Grants or donations\*

	2017	2016
Grants:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
<b>Total grants or donations</b>	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer's declaration statement, even if the figures are NIL.

## **Implications for filing the Financial Report**

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

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

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

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

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

### **Further information**

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

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