



AUSTRALIAN INDUSTRIAL REGISTRY

Level 36, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Our Ref: 145V-QLD: FR2001/656

Ms Gay Hawksworth
Secretary
Australian Nursing Federation - Queensland Branch
Fax: (07) 3217 2794

Dear Ms Hawksworth,

**Re: Australian Nursing Federation - Queensland Branch
Financial return for year ended 30 June 2002
(FR2001/656)**

Receipt is acknowledged of the financial documents of the Australian Nursing Federation - Queensland Branch, for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 23 December 2002.

The documents have been filed.

The following matters are advised for assistance when preparing future financial documents, no further action is requested in respect of these:

- **Accounting Officer's Certificate**

It is noted that this certificate was incorrectly headed "*Certificate by State Secretary*".

- **Timing of steps at variance with legislation**

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements - these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation

- **Documents not supplied to members within 56 days of auditor's report**

The auditor's report is dated 5 November 2002. Your letter of 19 December 2002 indicates that the documents will be published in the next journal in the first week of February 2003. It appears therefore, that the documents will not be supplied to the members within 56 days of the making of the auditor's report - refer subsection 279(3) of the Act.

- **Insufficient time before documents presented to meeting**

The full Council meeting held on 5 November 2002 was not sufficient for the purposes of section 279(6). At least seven clear days must elapse between the date documents are supplied to members and the date of the meeting.

- **Documents not lodged in Registry within 14 days of 2nd meeting**

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I can be contacted on (03) 8661-7811. Information is also available by accessing a website created by the Registry for the ANF at www.e-airc.gov.au/145V/financial.

Yours sincerely,



Shane Ellard
Team Manager - RIA Team 4
Statutory Services Branch

8 January 2003

Attach.



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FACSIMILE

TO	GAY HAWKSWORTH		
Organisation	Australian Nursing Federation - Queensland Branch		
Fax Number	(07) 3217 2794	Phone Number	(07) 3840 1444
FROM	Shane Ellard		
Location	RIA Team 4 - Statutory Services Branch (Melbourne)		
Fax Number	(03) 9654 6672	Phone Number	(03) 8661 7811
No of Pages (including cover)	3	Date	8/01/2003
Please notify sender if not all pages were received.		Time	10:30am

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MESSAGE:

QUEENSLAND
Nurses' Union of Employees

A.B.N. 84 382 908 052

(IN ASSOCIATION WITH AUSTRALIAN NURSING FEDERATION QLD. BRANCH)

G.P.O. Box 1289, Brisbane, Q, 4001

Telephone: (07) 3840 1444 Fax: (07) 3217 2794

Email: qnu@qnu.org.au Website: www.qnu.org.au



Just Rewards for Professional Care

2nd Floor QNU Building,
56 Boundary Street, West End, Brisbane, Q, 4101

Rec'd 23/12/02

FR 2001/656

19th December 2002

Mr Robert Pfeiffer
Australian Industrial Registry
GPO Box 1994S
Melbourne
VIC 3001

Dear Mr Pfeiffer,

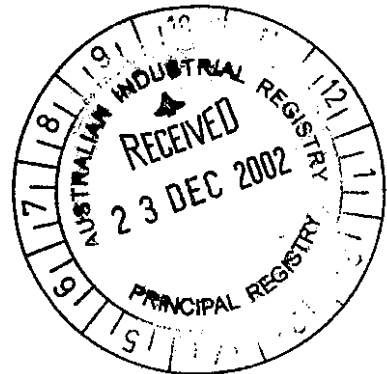
Re: Australian Nursing federation – Queensland Branch

Enclosed are the audited financial reports for the Australian Nursing Federation Queensland Branch for the eighteen months ended 30 June 2002. Copies of these documents were issued to Council on October 28th and accepted at the full Council meeting on November 5th.

All members will receive a full copy of these audited statements in the next issue of our Journal to be issued the first week in February.

Yours sincerely

Gay Hawksworth
Secretary





**Australian Nursing Federation
Queensland Branch**

June 30, 2002

AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH

JUNE 30, 2002

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Schedule No.

Audit Report

1. Statement of Financial Performance
2. Statement of Financial Position
3. Statement of Cash Flows
4. Notes to the Financial Statements
5. Certificate by Accounting Officer of Union
6. Certificate by the Committee of Management

INDEPENDENT AUDITORS REPORT TO MEMBERS

Scope

We have audited the financial statements of Australian Nursing Federation Queensland Branch for 18 months ended June 30, 2002 being Certificate by State Secretary, Certificate of Committee of Management, Statement of Income and Expenditure, Balance Sheet, Statement of Cash Flows and Notes to and forming part of the financial statements. The management of the organisation is responsible for the financial statements. We have conducted an independent audit of the accounts in order to express an opinion on them to the members of the organisation.

? Accounting Officer

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

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


Audit Opinion


In our opinion:

- (a) satisfactory accounting records have been kept by the organisation so far as appears from my examination of these books, including:-
 - i) records of the sources and nature of the income of the organisation (including income from members); and
 - ii) records of the nature and purposes of the expenditure of the organisation;
- (b) the accounts and statements prepared under sec 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:-
 - i) the financial affairs of the organisation as at June 30, 2002; and
 - ii) the income and expenditure and any surplus or deficit of the organisation for the period; and
- (c) the accounts have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.

Where necessary, we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

BDO Kendalls
Chartered Accountants


.....


.....
P.A. Gallagher
Partner

Brisbane: 5. 11. 2002 .

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE 18 MONTHS ENDED 30 JUNE 2002

	note	18 months to 30 June 2002 \$	12 months to 31 December 2000 \$
Revenue from ordinary activities	2	405,288	273,922
Depreciation and amortisation expense	3	(41)	(31)
Capitation expense		(403,002)	(272,524)
Administration expenses		(2,340)	(2,559)
Profit/(loss) from ordinary activities before income tax expense		(95)	(1,192)
Income tax expense relating to ordinary activities		-	-
Net profit from ordinary activities after income tax expense attributable to members of the parent entity		(95)	(1,192)
Total changes in equity other than those resulting from transactions with owners as owners		(95)	(1,192)

The accompanying notes should be read in conjunction with these financial statements.

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2002

	Note	18 months to 30 June 2002 \$	12 months to 31 December 2000 \$
CURRENT ASSETS			
Cash assets	7	2,661	3,826
Receivables	8	150	588
Inventories		188	128
Other	9	<u>16,856</u>	<u>17,341</u>
TOTAL CURRENT ASSETS		<u>19,855</u>	<u>21,883</u>
NON-CURRENT ASSETS			
Property, plant and equipment	10	<u>241</u>	<u>282</u>
TOTAL NON-CURRENT ASSETS		<u>241</u>	<u>282</u>
TOTAL ASSETS		<u>20,096</u>	<u>22,165</u>
CURRENT LIABILITIES			
Payables	11	-	1,489
Other	12	<u>16,856</u>	<u>17,341</u>
TOTAL CURRENT LIABILITIES		<u>16,856</u>	<u>18,830</u>
TOTAL LIABILITIES		<u>16,856</u>	<u>18,830</u>
NET ASSETS		<u>3,240</u>	<u>3,335</u>
EQUITY			
Accumulated Funds	13	<u>3,240</u>	<u>3,335</u>
TOTAL EQUITY		<u>3,240</u>	<u>3,335</u>

The accompanying notes should be read in conjunction with these financial statements.

STATEMENT OF CASH FLOWS
FOR THE 18 MONTHS ENDED 30 JUNE 2002

	Note	18 months to 30 June 2002 \$	12 months to 31 December 2000 \$
CASH FLOWS FROM			
OPERATING ACTIVITIES			
Receipts from capitation and members		405,726	294,684
Payments to suppliers and employees		<u>(406,891)</u>	<u>(295,336)</u>
NET CASH PROVIDED BY			
OPERATING ACTIVITIES	15	<u>(1,165)</u>	<u>(652)</u>
Net Increase/(Decrease) in Cash Held		(1,165)	(652)
Cash at the Beginning of			
the 18 month period		<u>3,826</u>	<u>4,478</u>
Cash at the End of the			
Financial Year	15	<u><u>2,661</u></u>	<u><u>3,826</u></u>

The accompanying notes should be read in conjunction with these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996. The financial report has also been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report:

(a) Basis of Accounting

The accounts have been prepared on an historical costs basis, and except where stated, do not take into account changing money values or current valuations of non current assets. The accounting policies are consistent with prior periods.

(b) Depreciation

Depreciation has been provided either on the diminishing value method or a prime cost method based on the expected economic life of the assets.

(c) Property, Plant and Equipment

Property, plant and equipment are brought to account at cost or at independent valuation, less, where applicable, any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The 2000 revaluation increment was brought to account in the Income and Expenditure Statement and Asset Revaluation Reserve as it represents the reversal of a revaluation decrement which was brought to account in the Income and Expenditure Statement.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(d) Leases - Finance

Leases of fixed assets where substantially all the risk and benefits incidental to the ownership of the assets are transferred to the lessee are classified as finance leases. Finance leases are capitalised. Asset and liability equal to the present value of the minimum lease payments including any guaranteed residual value are taken into account at the commencement of the lease.

Leased assets are amortised over their estimated useful lives.

Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

(e) Taxation

The income of the federation is exempt from income tax.

(f) Investments

All investments are included in the accounts at cost.

(g) Comparative Figures

The comparative figures are for a period of 12 months whereas the current financial period related to a period of 18 months.

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial period (18 months).

(h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002

NOTE 2: REVENUE

	18 months to 30 June 2002 \$	12 months to 31 December 2000 \$
Operating activities		
— subscription income	276	822
— capitation income	402,976	272,507
— sundry income	2,036	593
	<u>405,288</u>	<u>273,922</u>

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities before income tax expense has been determined after:

Expenses:

Depreciation of non-current assets

— plant and equipment	<u>41</u>	<u>31</u>
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Remuneration of auditor

— audit or review		1,240
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— other services	-	-
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Remuneration for other services to related practices of the auditor

	<u>-</u>	<u>-</u>
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Audit fees are paid by the Queensland Nurses Union on behalf of the Australian Nurses Federation Queensland Branch.

NOTE 4: NOTICE REQUIRED UNDER SECTION 274(4) OF THE WORKPLACE RELATIONS ACT 1996

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 reads as follows:-

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

**AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002**

NOTE 5: DUAL MEMBERSHIP - QUEENSLAND NURSES UNION OF EMPLOYEES

In accordance with Rules of the Australian Nursing Federation Queensland Branch, dual members of the Queensland Nurses Union of Employees are admitted as members of the Australian Nursing Federation Queensland Branch.

NOTE 6: REMUNERATION OF COMMITTEE MEMBERS

	18 months to 30 June 2002	12 months to 31 December 2000
<u>Committee Members' Remuneration</u>		
Income paid or payable to all committee members of the union by the union and any related parties	-	-
Number of entity committee members whose income from the entity or any related parties was within the following bands:		
\$0— \$9,999	30	30

The names of committee of management members of the union who have held office during the financial period (18 months) are:

President:	Suzanne Cadigan	
Secretary:	Lorraine Gay Hawksworth	
Vice President:	Cheryl Dorron	
Executive Members:	Kym Volp	Frances Gallagher
	Beryl Callanan	Kym Barry
Councillors:		
Judy Clancy	Ann Gledhill	Donald White
Judith Mullane	Keskey Douglass	Desley Geraghty-Rudd
Bronwyn Coote	Patricia Nicholls	Stephen Bone
Delia O'Brien	Anne Ford	Lynda Maidens
Carol Horbury	Dawn Underwood	Jennifer Moss
Kathry Struber	Sheryn Petersen	Michael Heywood
Karen Lynch	Tammy Jacobsen	Karen Lynch
Jennifer Schroor	Denise Wilson	

Retirement and Superannuation Payments

No amounts have been paid to a superannuation plan for the provision of retirement benefits by the entity or any related party for the Management Committee members of the entity or any related party.

AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002

		18 months to 30 June	12 months to 31 December
	Note	2002 \$	2000 \$
NOTE 7: CASH ASSETS			
Cash at bank	15a	2,661	3,826
NOTE 8: RECEIVABLES			
<u>Current</u>			
Trade debtors		150	588
NOTE 9: OTHER ASSETS			
<u>Current</u>			
Investment – MBM Fund		16,856	17,341
NOTE 10: PROPERTY, PLANT AND EQUIPMENT			
<u>Plant and equipment</u>			
Office furniture and equipment		3,262	3,289
Less accumulated depreciation		(3,021)	(3,007)
Total Plant and Equipment		241	282
<u>Movements in Carrying Amounts</u>			
Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.			
		Plant and Equipment	Total
		\$	\$
Balance at the beginning of the year		282	282
Additions		-	-
Disposals		-	-
Depreciation expense		(41)	(41)
Carrying amount at the end of the year		241	241

**AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002**

	18 months to 30 June	12 months to 31 December
	2002	2000
Note	\$	\$
NOTE 11: PAYABLES		
<u>Current</u>		
Trade creditors and accruals	-	1,489
	<u> </u>	<u> </u>
 NOTE 12: OTHER LIABILITIES		
<u>Current</u>		
Funds held on behalf of the above foundation at June 30, 2002 and which reflected in the Financial Accounts of the Federation are as follows:		
MBM Research Fund	16,856	17,341
Amount held, invested and managed by Perpetual Trustees Queensland Limited	<u> </u>	<u> </u>
 NOTE 13: ACCUMULATED FUNDS		
Accumulated funds at the beginning of the eighteen month period (financial year, 2000)	3,335	4,527
Net profit/(loss) attributable to members of the union	<u> (95)</u>	<u> (1,192)</u>
Accumulated funds at the end of the eighteen month period	<u> 3,240</u>	<u> 3,335</u>

AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002

	18 months to 30 June	12 months to 31 December
	2002	2000
Note	\$	\$

NOTE 14: EVENTS SUBSEQUENT TO REPORTING DATE

No matter or circumstance has arisen since 30 June 2002 that has significantly affected or may significantly affect the operations, results or state of affairs of the organisation in the following or future years.

NOTE 15: CASH FLOW INFORMATION

(a) Reconciliation of Cash

Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash at Bank	7	2,661	3,826
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(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax

Profit/(loss) from ordinary activities after income tax		(95)	(1,192)
Non-cash flows in profit from ordinary activities			
Depreciation		41	31
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries			
(Increase)/decrease in receivables		438	20,777
(Increase)/decrease in inventory		(60)	904
Increase/(decrease) in payables		(1,489)	(21,028)
Increase/(decrease) in income in advance		-	(144)
Increase/(decrease) in provisions			
Cash flows from operations		(1,165)	(652)

**AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 18 MONTHS ENDED 30 JUNE 2002**

	18 months to 30 June 2002	12 months to 31 December 2000
Note	\$	\$

NOTE 16: SEGMENT REPORTING

The Queensland branch of the federation operates in the Geographical segment of Queensland where it provides services within the nursing industry.

NOTE 17: ORGANISATION DETAILS

The registered office of the Union is:

2nd Floor

QNU Building

56 Boundary Street

WEST END

BRISBANE QLD

AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH

NOTE 18: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The company's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Rate		Floating Interest Rate		Fixed Interest Rate Maturing Within			
	2002 %	2000 %	2002 \$	2000 \$	1 Year Years 2002 \$	2000 \$	2002 \$	1 to 5 2000 \$
Financial Assets:								
Cash at bank	-	-	2,661	3,826	-	-	-	-
Deposits	3.83	3.7	-	-	16,856	17,341	-	-
Total Financial Assets			2,661	3,826	16,856	17,341	-	-

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and the company does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments.

(c) Net Fair Values

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for other assets and other liabilities the net fair value approximates their carrying value. No financial assets and liabilities are held in unorganised markets on standardised form other than listed investments. Financial assets where the carrying amount exceeds fair value are written down as the company intends to hold these until maturity. The aggregate net fair values and carrying amounts of financial assets and liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

Accounting Officer

~~CERTIFICATE BY STATE SECRETARY~~

5.

I, Lorraine Gay Hawksworth, being the Officer responsible for keeping the accounting records of the Queensland Branch, certify that as at June 30, 2002 the number of members of the Queensland Branch was 29,789.

In my opinion:-

- (1) The accompanying accounts show a true and fair view of the financial affairs of the Queensland Branch as at June 30, 2002.
- (2) A record has been kept of all moneys paid by or collected from members of the Queensland Branch and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the Queensland Branch.
- (3) Before any expenditure was incurred by the Queensland Branch approval of the incurring of the expenditure was obtained in accordance with the rules of the Queensland Branch.
- (4) No payments were made out of funds or accounts operated by the Queensland Branch in respect of compulsory levies raised by the Queensland Branch or voluntary contributions collected from members of the Queensland Branch of other funds, the operation of which is required by the rules of the Queensland Branch for purpose other than the purpose for which the fund was operated.
- (5) No loans or other financial benefits other than remuneration in respect of their full time employment with the Queensland Branch were made to persons holding office in the Queensland Branch.
- (6) The register of members of the Queensland Branch was maintained in accordance with The Workplace Relations Act 1996, as amended.



Lorraine Gay Hawksworth
State Secretary/Treasurer


Dated this 5th day of November 2002.

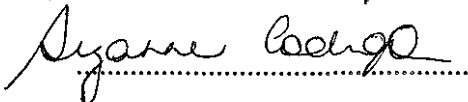
AUSTRALIAN NURSING FEDERATION QUEENSLAND BRANCH

CERTIFICATE BY THE COMMITTEE OF MANAGEMENT

We, Lorraine Gay Hawksworth and Suzanne Cadigan being two members of the Committee of Management of the Queensland Branch do state on behalf of the Committee, and in accordance with a resolution passed by the Committee, that:-

- i) In the opinion of the Committee of Management, the accompanying accounts show a true and fair view of the financial affairs of the Queensland Branch as at June 30, 2002.
- ii) In the opinion of the Committee of Management, meetings of the Committee were held during the period ended June 30, 2002 in accordance with the rules of the Queensland Branch.
- iii) To the knowledge of any member of the committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Workplace Relations Act 1996), or copies of those records or other documents or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, these Regulations or the rules of the Queensland Branch.
- iv) The Branch has complied with sub-sections 279(1) and (6) of the Act in relation to the financial accounts in respect of the preceding financial year and the auditors' report thereon.

 LORRAINE GAY HAWKSWORTH

 SUZANNE CADIGAN

Dated this 5th day of November 2002.