



Australian Government
Australian Industrial Registry

4 February 2009

Ms Elizabeth Dabars
Branch Secretary
South Australian Branch
Australian Nursing Federation
PO Box 861
REGENCY PARK BC SA 5942

By email: enquiry@sa.anf.org.au

Cc: Annabel Neumann
By email: annabel.neumann@sa.anf.org.au

Dear Ms Dabars

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial report for year ended 30 June 2008 – FR2008/262**

I acknowledge receipt of the financial report for the South Australian Branch of the Australian Nursing Federation for the year ended 30 June 2008. The documents were lodged in the Industrial Registry on 22 December 2008. I also acknowledge receipt of the designated officer's certificate as I requested on 27 January 2009. The certificate was lodged in the Registry on 2 February 2009.

The documents have been filed.

Although the documents have been filed, I would like to comment on several issues arising out of the report. I make these comments to assist you when you next prepare the financial reports. You *do not* need to take any further action in respect of the financial report already lodged.

1. Recovery of wages activity

I note the accounts did not provide information in relation to any recovery of wages activity. The financial reporting obligations regarding the recovery of wages activity is specified in items 16 to 23 and item 25(f) of the Industrial Registrar's reporting guidelines. The reporting guidelines may be found at: http://www.airc.gov.au/registered/rao/rao_253.pdf

Where the reporting unit has not undertaken any recovery of wages activity for the financial year a statement by the auditor or by the committee of management declaring that there was no recovery of wages activity for the financial year would satisfy the reporting guidelines.

2. Notice under subsection 272(5) in the Notes to the general purpose financial report

Subsection 272(5) of the RAO Schedule requires the general purpose financial report to include a notice drawing attention to subsections 272(1), 272(2) and 272(3) and a reproduction of those subsections.

For your information I have provided a copy of the current subsections:

“272(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).”

Please ensure these subsections appear in the Notes of the general purpose financial report in future years.

3. Auditor’s Report – Auditor’s Qualifications

The auditor’s report should provide *details of the individual auditor’s qualifications* to confirm he is an approved auditor as defined by s.256 of RAO Schedule and Regulation 4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (RAO Regulations).

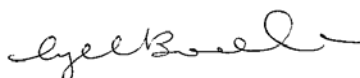
Regulation 4 defines an approved auditor as a *person* who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants **and** holds a current Public Practice Certificate. (My emphasis)

While it is more than likely that your auditor is an approved auditor as defined by the RAO Regulations the preferred practice is the qualifications of the individual auditor **and** the fact that he holds a current Public Practice Certificate be made explicit in the signature block.

Please forward a copy of this letter to your auditor.

Your attention to rectify the abovementioned matters when preparing future financial reports will be much appreciated. Should you wish to discuss any matters contained in this letter I may be contacted on (03) 8661 7989 (Wed – Fri) or by e-mail at cynthia.lobooth@airc.gov.au.

Yours sincerely,



Cynthia Lo-Booth
Statutory Services Branch

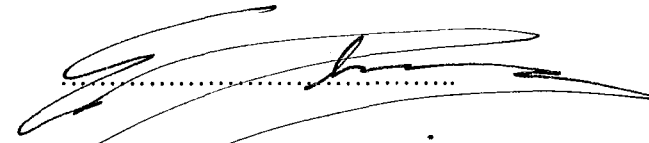
AUSTRALIAN NURSING FEDERATION (SOUTH AUSTRALIAN BRANCH)

DESIGNATED OFFICER'S CERTIFICATE

I, Elizabeth Dabars, being the Branch Secretary of the Australian Nursing Federation (South Australian Branch) certify:

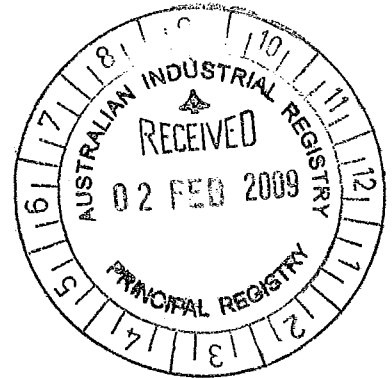
- That the documents lodged herewith are copies of the full report, referred ton in S268 of the RAO Schedule; and
- That the full report was provided to members via the ANF Website on 31st October 2008; and
- That the full report was presented to a meeting of the Committee of Management of the reporting unit on 10th December 2008, in accordance with the section 266 of the RAO Schedule.

Signature



Dated

..... 27/1/09





16 December 2008

Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

Attn: Robert Pfeiffer

Dear Sir

Please find enclosed a copy of our audited accounts for the year ended 30 June 2008.

The accounts lodged are a true copy as presented to a meeting of the Branch Council on 15th October 2008, and to a general meeting of members on 10 December 2008.

Yours faithfully



Elizabeth Dabars
Branch Secretary



Australian Nursing Federation (South Australian Branch)

Financial Statements

For the Year Ended 30 June 2008

Australian Nursing Federation (South Australian Branch)

For the Year Ended 30 June 2008

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Australian Nursing Federation (South Australian Branch)

Operating Report

30 June 2008

The Branch Council, being the Committee of Management for the purposes of the Workplace Relations Act 1996, presents its operating report of the Australian Nursing Federation (South Australian Branch) for the financial year ended 30 June 2008.

1. General

1. The principal activities of the Branch during the financial year were the industrial and professional representataion of nurses, midwives and personal care assistants. No significant change in the nature of these activities occurred during the year.
2. The surplus of the Branch for the financial year amounted to \$1. There were no significant changes to the Branch's financial affairs during the year.
3. Members retain the right to resign from the Australian Nursing Federation in accordance with Section 10 of the Federal Rules and Section 174 of Schedule 1B to the Workplace Relations Act 1996.
4. No office bearer is a trustee of a superannuation entity or public sector superannuation scheme.
5. The number of members of the Branch at the end of the financial year amounted to 10,794.
6. The Branch has no employees. All work performed is undertaken by the employees or elected Officers of the Branch.

Australian Nursing Federation (South Australian Branch)

Operating Report


30 June 2008

2. Councillors

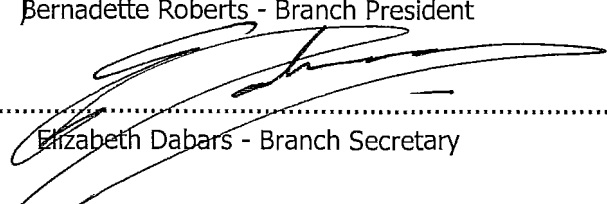
The names of each person holding the position of Councillor during the financial year are listed below. The persons listed held the position for the whole year unless otherwise stated.

Mr Michael Alder	6 February 2008 – 30 June 2008
Ms Marisa Bell	
Ms Mary Clark	6 February 2008 – 30 June 2008
Ms Meredith Colquhoun	
Ms Lynn Croft	
Ms Patricia Currie	
Ms Elizabeth Dabars	24 March 2008 – 30 June 2008
Ms Jocelyn Douglass	
Ms Joann Duffy	
Ms Debbie Fancett	
Ms Sue Jaensch	
Ms Diana Johansson	
Ms Marcelle Johnson	
Ms Gay Martin	
Ms Glenys McNamara	
Mr Michael McClellan	1 July 2007 – 5 December 2007
Ms Leeanne Pilichiewicz	
Ms Anne Richards	
Ms Bernadette Roberts	
Ms Rosie Rumbelow	
Ms Jane Sandford	1 July 2007 – 17 October 2007
Ms Jan Thompson	
Ms Lee Thomas	1 July 2007 – 21 March 2008
Ms Sharon Whitehead	
Ms Lyn Williams	

Signed in accordance with a resolution of the Branch Council:



.....
Bernadette Roberts - Branch President



.....
Elizabeth Dabars - Branch Secretary

Dated this 15th day of October 2008

Australian Nursing Federation (South Australian Branch)

Branch Council's Statement

On 15th October 2008 the Branch Council of the Australian Nursing Federation (South Australian Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008:

The Branch Council declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the Branch Council were held in accordance with the rules of the organisation including the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of the Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For the Branch Council: Elizabeth Dabars

Title of Office held: Branch Secretary

Signature: 

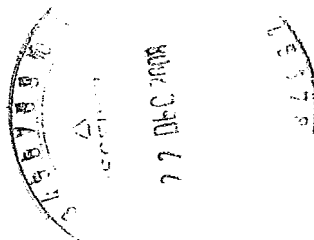
Dated: 15th October 2008

Australian Nursing Federation (South Australian Branch)

Income Statement

For the Year Ended 30 June 2008

	2008	2007
	\$	\$
Revenue		
Capitation fees	161,645	153,484
Membership fees	50,907	39,310
Financial income	1	51
	<u>212,553</u>	<u>192,845</u>
Expenses		
Capitation fees	163,508	(154,638)
Services for Federal members	49,044	(35,245)
Financial expenses (bank charges)	-	(50)
	<u>-</u>	<u>(50)</u>
Surplus attributable to members of the entity	<u>1</u>	<u>2,912</u>



The accompanying notes form part of these financial statements

Australian Nursing Federation (South Australian Branch)

Balance Sheet

30 June 2008

	Note	2008 \$	2007 \$
ASSETS			
Current assets			
Cash and cash equivalents	5	2,989	2,988
Trade and other receivables		-	-
Total current assets		<u>2,989</u>	<u>2,988</u>
Non-current assets			
TOTAL ASSETS		<u><u>2,989</u></u>	<u><u>2,988</u></u>
LIABILITIES			
Current liabilities			
Trade and other payables		-	-
Total current liabilities		<u>-</u>	<u>-</u>
Non-current liabilities			
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u><u>2,989</u></u>	<u><u>2,988</u></u>
EQUITY			
Retained earnings		<u>2,989</u>	<u>2,988</u>
TOTAL EQUITY		<u><u>2,989</u></u>	<u><u>2,988</u></u>

The accompanying notes form part of these financial statements

Australian Nursing Federation (South Australian Branch)

Statement of Changes in Equity For the Year Ended 30 June 2008

	2008	Retained Earnings
		\$
Balance at 1 July 2007		<u>2,988</u>
Surplus attributable to members		<u>1</u>
Balance at 30 June 2008		<u>2,989</u>
	2007	Retained Earnings
		\$
Balance at 1 July 2006		<u>76</u>
Surplus attributable to members		<u>2,912</u>
Balance at 30 June 2007		<u>2,988</u>

The accompanying notes form part of these financial statements

Australian Nursing Federation (South Australian Branch)

Cash Flow Statement

For the Year Ended 30 June 2008

	2008	2007
Note	\$	\$
Cash from operating activities:		
Receipts in the course of operations	212,552	192,794
Payments in the course of operations	(212,552)	(189,933)
Interest received	1	51
	<hr/>	<hr/>
Net cash (used in) provided by operating activities	6 <hr/> 1	<hr/> 2,912
Net (decrease) increase in cash held	1	2,912
Cash at beginning of financial year	2,988	76
	<hr/>	<hr/>
Cash at end of financial year	5 <hr/> 2,989	<hr/> 2,988

The accompanying notes form part of these financial statements

Australian Nursing Federation (South Australian Branch)

Notes to the Financial Statements

For the Year Ended 30 June 2008

1 Basis of Preparation

(a) Statement of Compliance

The financial statements of the Federation are a report which has been prepared in accordance with Australian Accounting Standards (AASB's) (including Australian Accounting Interpretations), the Workplace Relations Act of 1996 and other requirements of law in Australia.

The financial statements have been prepared on the basis of historical costs and, except where stated, do not take into account changing money values or current valuations of non-current assets. The accounting policies have been consistently applied and, except where there is a change in accounting policy, are consistent with those of the previous year.

The financial statements have been prepared in Australian dollars, which is the Federation's functional currency.

(b) Use of estimates and judgments

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected.

2 Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these statements, and have been applied consistently by the Federation.

(a) Income Tax

No provision for income tax is necessary as the Federation is exempt from income tax under section 23(f) of the Income Tax Assessment Act.

(b) Borrowing Costs

All borrowing costs are recognized in the Income Statement in the period in which they are incurred.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

Australian Nursing Federation (South Australian Branch)

Notes to the Financial Statements

For the Year Ended 30 June 2008

2 Statement of Significant Accounting Policies continued

(d) Trade Debtors

Trade debtors are settled from members generally within 30 days. The collectibility of debts is assessed, at year end, and any bad debts are written off to the profit and loss account.

(e) Impairment of Assets

At each reporting date, the Federation reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Federation estimates the recoverable amount of the cash-generating unit to which the asset belongs.

(f) Trade Creditors

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Federation. Trade creditors are generally settled within 30 days.

(g) Revenue

Capitation fees are calculated as a levied price per registered member.

Any contributions that are received subsequent to balance date which relate to the year ended 30 June 2008 are included in trade debtors.

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

Revenue from the rendering of services is recognised upon the delivery of the service.

(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 Taxation 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 balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Australian Nursing Federation (South Australian Branch)

Notes to the Financial Statement

For the Year Ended 30 June 2008

3 New Standards and Interpretation not yet adopted

The following standards, amendments to standards and interpretations have been identified as those which may impact the Federation in the period of initial application. They have not been applied in preparing this financial report:

- AASB 2007-3 Amendments to Australian Accounting Standards (February 2007) makes consequential amendments to AASB 5 *Non-current Assets Held for Sale and Discontinued Operations*, AASB 102 *Inventories*, AASB 107 *Cash Flow Statements*, AASB 119 *Employee Benefits*, AASB 127 *Consolidated and Separate Financial Statements*, AASB 134 *Interim Financial Reporting*, AASB 136 *Impairment of Assets*, AASB 1023 *General Insurance Contracts*, and AASB 1038 *Life Insurance Contracts*. AASB 2007-3 is applicable for annual reporting periods beginning on or after 1 January 2009 and is not expected to have a material impact on the financial results of the Federation.
- AASB 8 *Operating Segments* replaced the presentation requirements of segment reporting in AASB 114 *Segment Reporting*. AASB 8 is applicable for annual reporting periods beginning on or after 1 January 2009 and is not expected to have an impact on the financial results of the Federation as the standard is only concerned with disclosures.
- AASB 2007-6 Amendments to Australian Accounting Standards (June 2007) makes consequential amendments to AASB 1 *First Time Adoption of AIFRS*, AASB 101 *Presentation of Financial Statements*, AASB 107 *Cash Flow Statements*, AASB 111 *Construction Contracts*, AASB 116 *Property, Plant and Equipment*, and AASB 138 *Intangible Assets*. AASB 2007-6 is applicable for annual reporting periods beginning on or after 1 January 2009 and is not expected to have a material impact on the financial results of the Federation.
- AASB 2007-8 Amendments to Australian Accounting Standards (September 2007) makes consequential amendments to AASB 101 *Presentation of Financial Statements*. AASB 2007-8 is applicable for annual reporting periods beginning on or after 1 January 2009 and is not expected to have an impact on the financial results of the Federation as the standard is only concerned with presentation.

4 Segment Information

The organisation provides services to nurses within Australia.

5 Cash and Cash Equivalents

	2008	2007
	\$	\$
Cash at bank	2,989	2,988
	<u>2,989</u>	<u>2,988</u>

6 Cash Flow Information

Reconciliation of Cash Flow information from Operations with the surplus for the year.

	2008	2007
	\$	\$
Net surplus for the period	1	2,912
Decrease in trade and term receivables		
(Decrease)/increase in trade payables and accruals		
Cashflow from operations	<u>1</u>	<u>2,912</u>

Australian Nursing Federation (South Australian Branch)

Notes to the Financial Statement

For the Year Ended 30 June 2008

7 Related Parties

(i) Councillors

The names of each person holding the position of Councillor during the financial year are listed below. The persons listed held the position for the whole year unless otherwise stated.

Mr Michael Alder	6 February 2008 – 30 June 2008
Ms Marisa Bell	
Ms Mary Clark	6 February 2008 – 30 June 2008
Ms Meredith Colquhoun	
Ms Lynn Croft	
Ms Patricia Currie	
Ms Elizabeth Dabars	24 March 2008 – 30 June 2008
Ms Jocelyn Douglass	
Ms Joann Duffy	
Ms Debbie Fancett	
Ms Sue Jaensch	
Ms Diana Johansson	
Ms Marcelle Johnson	
Ms Gay Martin	
Ms Glenys McNamara	
Mr Michael McClellan	1 July 2007 – 5 December 2007
Ms Leeanne Pilichiewicz	
Ms Anne Richards	
Ms Bernadette Roberts	
Ms Rosie Rumbelow	
Ms Jane Sandford	1 July 2007 – 17 October 2007
Ms Jan Thompson	
Ms Lee Thomas	1 July 2007 – 21 March 2008
Ms Sharon Whitehead	
Ms Lyn Williams	

(ii) Councillors Remuneration

No amounts were paid to councillors during the financial year in their capacity as councillor.

8 Events After the Balance Sheet date

There have been no events after balance sheet date affecting this financial report.

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
AUSTRALIAN NURSING FEDERATION (SOUTH AUSTRALIAN BRANCH)

Report on the Financial Report

We have audited the accompanying financial report of Australian Nursing Federation (South Australian Branch) (the "Federation"), which comprises the balance sheet as at 30 June 2008, and the income statement, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes, and the statement by the Branch Council as set out on pages 1 to 11.

Executives' Responsibility for the Financial Report.

The Executives of the Federation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executives, as well as evaluating the overall presentation of the financial report.

We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the entity's financial position, and of its performance and cash flows.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Auditor's Opinion

In our opinion:

- (a) the financial report presents fairly, in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), the financial position of Australian Nursing Federation (South Australian Branch) as of 30 June 2008 and of its financial performance and its cash flows for the year then ended; and
- (b) in accordance Schedule 1B of the Workplace Relations Act 1996.

Consultant: Richard G Freer
Registered Company Auditor No: 5211

Dated 16th October 2008


c/- Freer Parker & Associates
40 Sturt Street
ADELAIDE SA 5000

