



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. N. Ellis
Branch Secretary
Australian Nursing Federation
Tasmanian Branch
182 Macquarie Street
HOBART TAS 7000

Dear Ms. Ellis,

**Re: Financial documents for year ended 30 June 2001
FR 2002/124**

Thank you for forwarding additional documentation in relation to the financial documents of the Tasmanian Branch of the Australian Nursing Federation for the year ended 30 June 2001; this has been placed with the documents previously lodged.

The financial documents have now been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

12 July 2002



FR 2002/124



19th June 2002

Australian Industrial Registry
39-41 Davey Street
Hobart Tas 7000

Attention: S Wardlaw

I, Neroli Ellis, Branch Secretary of the Australian Nursing Federation, Tasmanian Branch, certify that the accompanying documents are copies of documents presented to a meeting of the Branch Council on Friday 7th June 2002.

A Summary of these documents was supplied to every member of the Branch on 2nd May 2002.

Will you please accept these documents for lodgement.

Yours sincerely

Neroli Ellis
Branch Secretary

Enclosed: — *These items have been previously sent to Mr L Powell*
Auditor's Report
Financial Statements
Accounting Officer's Certificate
Committee of Management Certificate
Notes to Accounts.

*AIR
GPO Box 19945
MELBOURNE*



AUSTRALIAN NURSING FEDERATION

Tasmania Branch

182 Macquarie Street

Hobart 7000

Telephone (03) 6223 6777

Freecall 1800 001 241

Facsimile (03) 6224 0229

E-mail enquiries@anfias.org

Website www.anfias.org

Launceston Office

76 York Street

Launceston 7250

Telephone (03) 6334 1411

Facsimile (03) 6334 3928

E-mail angela@anfias.org

**AUSTRALIAN NURSING FEDERATION
TASMANIAN BRANCH**

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2001

CONTENTS

PAGE NO.

	Independent Audit Report
2	Committee of Management's Report
3	Statement by Branch Secretary
4 - 5	Statement of Financial Performance
6	Statement of Financial Position
7	Statement of Cash Flows
8 - 13	Notes to the Financial Statements

AUSTRALIAN NURSING FEDERATION – TASMANIAN BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2001

Scope

We have audited the financial report of the Australian Nursing Federation - Tasmanian Branch, for the year ended 30 June, 2001 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

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

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

Audit Opinion

- (a) In our opinion:
- (i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation, including income from members and the nature and purposes of expenditure; and
 - (ii) the attached accounts and statements, prepared under the historical cost convention, and in accordance with Section 273 of the Workplace Relations Act, 1996, are properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Branch as at 30 June, 2001; and;
 - (ii) the income and expenditure, and surplus of the Branch for the year ended on that date.
- (b) All information and explanations that, under subsection 276(2), officers or employees of the organisation were required to provide, were provided.

Moore Robsons

R L Byrne - Partner
Registered Company Auditor No 168



Dated this day of 2002.
Chartered Accountants

Partners:
Ross Byrne
Peter Muckridge
John Stublely

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**COMMITTEE OF MANAGEMENT'S REPORT
FOR THE YEAR ENDED 30 JUNE 2001**

We, Lorraine Bailey and Agnes Stanislaus-Large, being President & Vice President respectively, of the Australian Nursing Federation - Tasmanian Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (1) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2001.
- (2) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June, 2001, in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being available to a member of the organisation under sub-section (1) to (3) of section 274 of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and;
- (4) the Branch has complied with sub-section 279(1) and (6) of the Act in relation to the financial statements in respect of the year ended 30 June, 2000, and the auditor's report thereon.



**Lorraine Bailey
Branch President.**

**Agnes Stanislaus-Large
Branch Vice President.**

Dated this 14th day of March 2002

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT BY BRANCH SECRETARY
FOR THE YEAR ENDED 30 JUNE 2001**

I, Neroli Ellis, being the officer responsible for keeping the accounting records of the Australian Nursing Federation - Tasmanian Branch, certify that as at 30 June, 2001, the number of members of the Branch is 2661 (inclusive of all categories).

In my opinion:

- (1) the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2001;
- (2) a record has been kept of all moneys paid by, or collected from, members 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 organisation;
- (3) before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (4) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members or funds other than the General Fund operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the organisation; and
- (6) the register of members of the Branch was maintained in accordance with the Act.

Neroli Ellis
Branch Secretary

Dated this day of 2002.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2001**

	Note	2001 \$	2000 \$
Income			
Commissions received		1,154	
Public Liability Insurance		485	523
Interest received		4,523	2,455
Subscriptions Received		842,639	846,271
CV & Typing Service		347	115
Movie Ticket Sales		1,799	3,098
Delegates Sponsorship		500	300
Publications		518	15
Sundry Income		643	4,073
Total Income		<u>852,608</u>	
Expenditure			
Accountancy & Audit Fees		9,882	18,764
Advertising & Promotion		9,109	6,696
Amenities		386	682
Bank Fees & Charges		4,855	3,882
Capitation Fees		32,484	33,638
Commissions		2,520	
Computer Expenses		6,447	9,598
Consultant Fees		14,000	75,754
Courier			270
Delegate Expenses		9,134	8,923
Depreciation		18,274	32,286
Donations		265	658
Electricity		2,394	5,816
Education Programmes		1,461	2,015
Fringe Benefits Tax		(532)	3,078
Insurance		45,263	35,918
Interest		11,023	9,788
Journals & Periodicals		40,436	39,669
Legal Fees		282	4,712
Meeting Expenses		1,411	2,656
Membership Services		2,433	3,942

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2001**

	Note	2001 \$	2000 \$
Expenditure (cont.)			
Loss on transfer of MV			8,595
Motor Vehicle Expenses		4,778	9,835
Movie Ticket Purchases		6,039	5,262
Office Equipment Expenses		9,617	6,561
Payroll Taxes		18,621	14,789
Postage, Printing & Stationary		30,373	35,120
Rent on Land & Buildings		7,093	6,583
Repairs & Maintenance		9,671	6,014
Restructuring Costs			263,424
Salaries		293,547	205,951
Security		1,146	337
Services - Launceston		5,274	969
Staff Training		639	1,882
Subscriptions		5,712	3,756
Sundry Expenses		2,179	2,019
Superannuation		20,737	9,271
Telephone		25,322	19,747
Travel, Accommodation & Conference		19,760	19,579
TTLIC Affiliation Fee		8,593	8,031
Website/Newsletter		31,156	23,333
Total Expenditure		<hr/>	<hr/>
<u>SURPLUS/(DEFICIT) FOR YEAR</u>	10	<hr/> <hr/>	<hr/> <hr/>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH



**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2001**

	Note	2001 \$	2000 \$
Current Assets			
Cash	4	178,751	107,695
Receivables	5	1,533	43,564
Prepayments		32,133	24,256
Total Current Assets		<hr/>	<hr/>
Non-Current Assets			
Property, Plant & Equipment	6	52,511	66,310
Total Non-Current Assets		<hr/>	<hr/>
Total Assets			
Current Liabilities			
Payables	7	10,465	70,724
Interest Bearing Liabilities	9	59,971	69,782
Provisions	8	14,052	5,795
Total Current Liabilities		<hr/>	<hr/>
Non-Current Liabilities			
Interest Bearing Liabilities	9	54,002	113,974
Provisions	8	7,985	3,921
Total Non-Current Liabilities		<hr/>	<hr/>
Total Liabilities		<hr/>	<hr/>
Net Assets		<hr/>	<hr/>
Members Equity			
Accumulated Funds	10	118,453	(22,371)
Total Members Equity		<hr/>	<hr/>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2001**

	Note	2001 \$
Cash Flows From Operating Activities		
Income from Members		890,126
Interest Received		4,523
Payments to Employees		(276,940)
Other Outflows		<u>(542,178)</u>
Net Cash Used In Operating Activities	12	75,531
Cash Flows From Investing Activities		
Payments for Plant & Equipment		(4,475)
Receipts from Asset Disposals		-
Net Cash Used In Investing Activities		(4,475)
Net Increase/(Decrease) In Cash Held		71,056
Cash Held At The Beginning Of The Financial Year	4	<u>107,695</u>
Cash Held At The End Of The Financial Year	4	<u>178,751</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001

1. Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and other mandatory professional reporting requirements. The financial report is 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 Branch in the preparation of the financial statements:

(a) Income Tax

No provision for income tax is necessary as the Branch is exempt from income tax under section 50-15 of the Income Tax Assessment Act, 1997.

(b) Fixed Assets

The depreciable amount of all fixed assets are depreciated using both the straight line basis and the diminishing value basis over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.

The depreciation rates used for Property, Plant & Equipment range between 13-40% Diminishing Value and 7.5%-27% Straight Line.

The carrying amount of fixed assets is reviewed annually to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of 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 the recoverable amounts.

(c) Employee Entitlements

Provision is made for the Branch's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Branch to an employee superannuation fund and are charged as expenses when incurred.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

1. Statement of Significant Accounting Policies (cont.)

(d) Cash

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

(e) Statement of Cash Flows Comparatives

The Statement of Cash Flows does not contain comparatives because in the prior year no Statement of Cash Flows was prepared due to the financial report then being a special purpose financial report whereby not all accounting standards were adopted.

(f) Revenue

Subscription income is recognised in the period to which the subscriptions relate

Revenue from the provision of services is recognised when the right to be compensated for the services has been attained.

Interest is recognised over the period for which the funds are invested

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

2. Information to be Provided to Members or Registrar

- (i) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.**

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.

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.

3. Segmental Reporting

The Tasmanian Branch of the Australian Nursing Federation provides services to nurses throughout Tasmania.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
	\$	\$
4. Cash		
CBA Working Account	163,725	92,942
CBA Fundraising Account	-	2
CBA Memorial Fund	3,069	3,064
CBA Term Deposit	8,257	7,937
Trust Bank Term Deposit	3,500	3,500
Cash on Hand	<u>200</u>	<u>250</u>
	<u>178,751</u>	<u>107,695</u>
5. Receivables		
Subscriptions Receivable	-	43,564
ANF Federal Office	1,473	-
Other	<u>60</u>	<u>-</u>
		<u>43,564</u>
6. Property Plant & Equipment		
Leased Assets (at cost)	17,180	17,180
Less: Accumulated Depreciation	<u>(17,180)</u>	<u>(15,295)</u>
		1,885
Plant & Equipment (at cost)	215,333	211,247
Less: Accumulated Depreciation	<u>(197,144)</u>	<u>(189,170)</u>
	18,189	22,077
Furniture & Fittings (at cost)	54,438	54,042
Less: Accumulated Depreciation	<u>(41,642)</u>	<u>(38,778)</u>
	12,796	15,271
Motor Vehicles (at cost)	30,488	30,488
Less: Accumulated Depreciation	<u>(8,962)</u>	<u>(3,411)</u>
	<u>21,526</u>	<u>27,077</u>
	<u>52,511</u>	<u>66,310</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
	\$	\$
7. Payables		
Creditors and Accruals	10,381	56,870
Lease Liability	-	1,622
Nurses Club Limited	-	12,232
CGU Premium Funding Loan	<u>84</u>	<u>-</u>
	<u>10,465</u>	<u>70,724</u>
8. Provisions		
Current		
Provision for Annual Leave	<u>14,052</u>	<u>5,795</u>
Non-Current		
Provision for Long Service Leave	<u>7,985</u>	<u>3,921</u>
9. Interest Bearing Liabilities		
Current		
ANF Federal Office Loan	49,276	60,000
Asset Purchase Loan (Current)	<u>10,695</u>	<u>9,782</u>
	<u>59,971</u>	<u>69,782</u>
Non-Current		
Asset Purchase Loan	4,725	15,421
ANF Federal Office Loan	<u>49,277</u>	<u>98,553</u>
	<u>54,002</u>	<u>113,974</u>
10. Accumulated Funds		
Accumulated Funds at Beginning Of Year	(22,371)	70,582
Surplus/(Deficit)	<u>140,824</u>	<u>(92,953)</u>
	<u>118,453</u>	<u>(22,371)</u>
11. Reconciliation of Cash		
Cash at the end of the reporting period as shown in the statement of cash flows is the same as cash per the Balance Sheet and Note 4 to the financial statements.		

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001
	\$
12. Reconciliation of net cash provided by Operating Activities to Operating Result:	
Net Surplus/(Deficit)	140,824
Depreciation	18,274
Decrease/(Increase) in Debtors	42,031
Decrease/(Increase) in Prepayments	(7,877)
(Decrease)/Increase in Payables	(60,259)
(Decrease)/Increase in Interest Bearing Liabilities	(69,783)
(Decrease)/Increase in Employee Entitlements	<u>12,321</u>
Net Cash Used In Operating Activities	<u>75,531</u>

13. Financial Instruments

a) Terms, Conditions and Accounting policies

The Branch's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument are as follow:

Recognised Financial Instruments	Balance Sheet Notes	Accounting Policies	Terms and Conditions
i) Financial Assets			
Receivables – Trade	5	Trade debtors are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full nominal amount is no longer probable.	Debtors are usually repaid in the following month.
Receivables-Subscriptions	5	Subscriptions receivable from the Members are carried at the nominal amount due.	N/A
Prepayments		Prepayments are recorded at nominal amount.	Prepayments relate to goods & services which will be received within the subsequent year.
ii) Financial Liabilities			
Payables	7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Branch.	Trade liabilities are normally settled on 30 day terms.
Interest Bearing Liabilities	9	Loans are carried at the principal amount. Interest is charged as it accrues.	

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

14. Financial Instruments (Cont.)

b) Interest Rate Risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities are as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing	
	2001 %	2000 %	2001 \$	2000 \$	2001 \$	2000 \$	2001 \$	2000 \$
i) Financial Assets								
Cash	0.70	N/A	166,994	96,257	11,757	11,437	-	-
Receivables – Trade	N/A	N/A	-	-	-	-	1,533	-
Receivable – Subscriptions	N/A	N/A	-	-	-	-	-	43,564
Prepayments	N/A	N/A	-	-	-	-	32,133	24,255
ii) Financial Liabilities								
Payables	N/A	N/A	-	-	-	-	10,465	70,724
	10.24	N/A	-	-	98,553	158,553	-	-
	9.38	9.38	-	-	15,421	25,203	-	-

c) Net Fair Values

For all financial assets and liabilities, the net fair value approximates their carrying value.

d) Credit Risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

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



AUSTRALIAN NURSING FEDERATION

Tasmania Branch

182 Macquarie Street

Hobart 7000

Telephone (03) 6223 6777

Freecall 1800 001 241

Facsimile (03) 6224 0229

E-mail enquiries@anfns.org

Website www.anfns.org

Launceston Office

76 York Street

Launceston 7250

Telephone (03) 6334 1411

Facsimile (03) 6334 3928

E-mail angela@anfns.org

Mr L Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S Melbourne
Victoria 3001

Dear Mr Powell

I refer to your letter of 14th May, and your subsequent discussions with Rick Mecklenburgh, with respect to this Branch's financial documents for year ended 30 June 2001. FR 2002/124.

Your comments and advice have been noted, and I can advise that the SECOND MEETING [S279 (6)] will take place on Friday 7th June, and all documents will be lodged within 14 days of that date.

Yours sincerely

N Ellis
Branch Secretary
28 May 2001





AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8681 7777
Fax: (03) 8654 6672

Ms. N. Ellis
Branch Secretary
Australian Nursing Federation
Tasmanian Branch
182 Macquarie Street
HOBART TAS 7000

Dear Ms. Ellis,

**Re: Financial documents for year ended 30 June 2001
FR 2002/124**

Thank you for forwarding additional documentation being the Secretary's Certificate in relation to the financial documents of the Tasmanian Branch of the Australian Nursing Federation for the year ended 30 June 2001; this has been placed with the documents previously lodged.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996 requires your further attention; your written response to this matter is requested by Tuesday, 28 May 2002.

1. Timescale Provisions

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.

Subsection 279(6) provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. Subsection 279(6) also provides that once the report, certificates and accounts have been supplied to members they are to be presented to either a meeting of members or a meeting of the committee of management.

Given that the auditor's report is dated 20 March 2002, and the committee of management certificate and accounting officer's certificate are both dated 14 March 2002, it would appear that the Committee of Management meeting held on 14 March 2002 was not sufficient for the purposes of subsection 279(6).

Would you please confirm that the documents have been supplied to members in accordance with subsections 279(1) and (3), and presented to a meeting in accordance with subsection 279(6).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

A handwritten signature in black ink, appearing to read "L Powell", is written over a pink rectangular redaction box.

Larry Powell
Statutory Services Branch

14 May 2002



25 April 2002

Registry of Australian Industrial Relations Commission
1st Floor Commonwealth Law Courts
39-41 Davey Street
HOBART TAS 7000

Dear Sir

**Australian Nursing Federation (Tasmanian Branch)
Secretary's Certificate in Respect of
Audited Financial Statements Already Lodged**

In response to your letter dated 22 April to our auditors, Moore Robsons, I write to certify that the documents lodged on our behalf by Moore Robsons (accompanied by a letter dated 12 April 2002) are copies of the auditor's report, accounts and statements which were presented to a meeting on 14th March 2002 in accordance with section 279.

Yours sincerely

Neroli Ellis
Branch Secretary



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms Neroli Ellis

Secretary
Australian Nursing Federation
Tasmanian Branch
182 Macquarie Street
HOBART 7000

Dear Ms Ellis,

Re: Financial documents for year ended 30 June 2001 - FR2002/124

Reference is made to the financial documents of the Australian Nursing Federation - Tasmanian Branch for year ended 30 June 2001. The documents were lodged in the Industrial Registry on 15 April 2002.

Please find enclosed correspondence to Ms Alison Flakemore, Audit Manager of Moore Robsons Chartered Accountants.

Should you wish to discuss the letter or if you require further information on the financial reporting requirements of the *Workplace Relations Act 1996*, please contact me on (03) 8661 7989.

Yours sincerely,

Natascha Boehm
Statutory Services Branch
22 April 2002



AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms Alison Flakemore

Audit Manager
Moore Robsons
Chartered Accountants
30 Davey Street
HOBART 7000

Dear Ms Flakemore,

Re: Financial documents for year ended 30 June 2001 - FR2002/124

Reference is made to the financial documents of the Australian Nursing Federation - Tasmanian Branch for year ended 30 June 2001. The documents were lodged in the Industrial Registry on 15 April 2002.

The following matter concerning the financial reporting requirements of the *Workplace Relations Act 1996*, requires your further attention.

1. Secretary's certificate

Financial documents lodged with the Registrar are required by subsection 280(1) to be filed under cover of a certificate from the Secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting in accordance with section 279. I request that the certificate contain the date on which the meeting was held. This certification does not have to be in the form of a statutory declaration.

The Secretary's certificate in respect of the documents already lodged with this Office for the year ended 30 June 2001 should be forwarded by Friday May 3rd 2002 please.

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

2. Auditor's Report

Unless an exemption is granted, the auditor is required to inspect and audit the accounting records of the organization for the financial year and make a report in relation to that year to the organization within six months of the end of the financial year - refer subsection 276(1) and regulation 13.

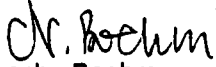
3. Salaries

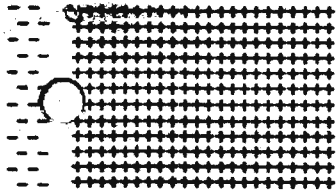
The item "Salaries" shown in the income and expenditure statement as a total of \$293,547 should have been identified as having been paid to either of "holders of office" or "employees" - refer Regulation 107(a)(xiv) and (xv).

Would you please ensure that this dissection occurs in relation to future financial documents of the organisation.

Should you wish to discuss the letter or if you require further information on the financial reporting requirements of the *Workplace Relations Act 1996*, please contact me on (03) 8661 7989.

Yours sincerely,


Natascha Boehm
Statutory Services Branch
22 April 2002



M O O R E
R O B S O N S

12 April 2002



FR 2002/124
MOORE ROBSONS
Chartered Accountants
ABN 63 067 829 303
30 Davey Street
Hobart 7000 Australia
Telephone (03) 6223 4799
Facsimile (03) 6223 3659
Email: admin@moorerobsons.com.au
Web: http://moorerobsons.com.au

Registry of Australian Industrial Relations Commission
1st Floor Commonwealth Law Courts
39-41 Davey Street
HOBART TAS 7000

Dear Sir

**Australian Nursing Federation (Tasmanian Branch)
Audited Financial Statements For Lodgement**

We enclose audited financial statements of the Australian Nursing Federation (Tasmanian Branch) for the year ended 30 June 2001 for lodgement with the Registry of Australian Industrial Relations Commission, as required by the Workplace Relations Act.

Should you have any queries please do not hesitate to contact Ross Byrne or Alison Flakemore at this office.

Yours faithfully
MOORE ROBSONS

Alison Flakemore
Audit Manager



Chartered Accountants

Partners:
Ross Byrne
Peter Muckridge
John Stublely

**AUSTRALIAN NURSING FEDERATION
TASMANIAN BRANCH**

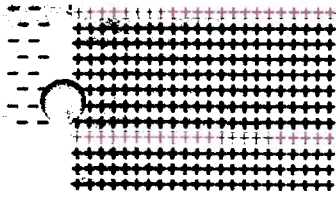
FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2001

CONTENTS

PAGE NO.

1	Independent Audit Report
2	Committee of Management's Report
3	Statement by Branch Secretary
4 - 5	Statement of Financial Performance
6	Statement of Financial Position
7	Statement of Cash Flows
8 - 13	Notes to the Financial Statements



M O O R E
R O B S O N S

MOORE ROBSONS
Chartered Accountants

ABN 63 067 829 303

30 Davey Street
Hobart 7000 Australia

Telephone (03) 6223 4799

Facsimile (03) 6223 3659

Email: admin@moorerobsons.com.au

Web: <http://moorerobsons.com.au>

AUSTRALIAN NURSING FEDERATION – TASMANIAN BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2001

Scope

We have audited the financial report of the Australian Nursing Federation - Tasmanian Branch, for the year ended 30 June, 2001 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

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

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

Audit Opinion

- (a) In our opinion:
- (i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation, including income from members and the nature and purposes of expenditure; and
 - (ii) the attached accounts and statements, prepared under the historical cost convention, and in accordance with Section 273 of the Workplace Relations Act, 1996, are properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Branch as at 30 June, 2001; and;
 - (ii) the income and expenditure, and surplus of the Branch for the year ended on that date.
- (b) All information and explanations that, under subsection 276(2), officers or employees of the organisation were required to provide, were provided.

Moore Robsons

R L Byrne - Partner
Registered Company Auditor No 168



Dated this 20th day of March 2002.

Chartered Accountants

Partners:
Ross Byrne
Peter Muckridge
John Stublev

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**COMMITTEE OF MANAGEMENT'S REPORT
FOR THE YEAR ENDED 30 JUNE 2001**

We, Lorraine Bailey and Agnes Stanislaus-Large, being President & Vice President respectively, of the Australian Nursing Federation - Tasmanian Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2001.

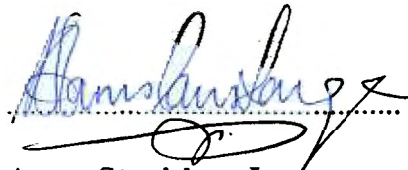
in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June, 2001, in accordance with the rules of the organisation;

to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being available to a member of the organisation under sub-section (1) to (3) of section 274 of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and;

the Branch has complied with sub-section 279(1) and (6) of the Act in relation to the financial statements in respect of the year ended 30 June, 2000, and the auditor's report thereon.



**Lorraine Bailey
Branch President.**



**Agnes Stanislaus-Large
Branch Vice President.**

Dated this *14th* day of *March* 2002

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT BY BRANCH SECRETARY
FOR THE YEAR ENDED 30 JUNE 2001**

I, Neroli Ellis, being the officer responsible for keeping the accounting records of the Australian Nursing Federation - Tasmanian Branch, certify that as at 30 June, 2001, the number of members of the Branch is 2661 (inclusive of all categories).

In my opinion:

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

a record has been kept of all moneys paid by, or collected from, members 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 organisation;

before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;

with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members or funds other than the General Fund operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;

no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the organisation; and

the register of members of the Branch was maintained in accordance with the Act.



Neroli Ellis
Branch Secretary

Dated this 4th day of Mar 2002.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2001

Income	Note	2001	2000
		\$	\$
Commissions received		1,154	
Public Liability Insurance		485	523
Interest received		4,523	2,455
Subscriptions Received		842,639	846,271
CV & Typing Service		347	115
Movie Ticket Sales		1,799	3,098
Delegates Sponsorship		500	300
Publications		518	15
Sundry Income		643	4,073
Total Income		643	4,073
Expenditure			
Accountancy & Audit Fees		9,882	18,764
Advertising & Promotion		9,109	6,696
Amenities		386	682
Bank Fees & Charges		4,855	3,882
Capitation Fees		32,484	33,638
Commissions		2,520	
Computer Expenses		6,447	9,598
Consultant Fees		14,000	75,754
Courier			270
Delegate Expenses		9,134	8,923
Depreciation		18,274	32,286
Donations		265	658
Electricity		2,394	5,816
Education Programmes		1,461	2,015
Fringe Benefits Tax		(532)	3,078
Insurance		45,263	35,918
Interest		11,023	9,788
Journals & Periodicals		40,436	39,669
Legal Fees		282	4,712
Meeting Expenses		1,411	2,656
Membership Services		2,433	3,942

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2001**

	Note	2001 \$	2000 \$
Expenditure (cont.)			
Loss on transfer of MV			8,595
Motor Vehicle Expenses		4,778	9,835
Movie Ticket Purchases		6,039	5,262
Office Equipment Expenses		9,617	6,561
Payroll Taxes		18,621	14,789
Postage, Printing & Stationary		30,373	35,120
Rent on Land & Buildings		7,093	6,583
Repairs & Maintenance		9,671	6,014
Restructuring Costs			263,424
Salaries		293,547	205,951
Security		1,146	337
Services - Launceston		5,274	969
Staff Training		639	1,882
Subscriptions		5,712	3,756
Sundry Expenses		2,179	2,019
Superannuation		20,737	9,271
Telephone		25,322	19,747
Travel, Accommodation & Conference		19,760	19,579
TTLIC Affiliation Fee		8,593	8,031
Website/Newsletter		31,156	23,333
Total Expenditure			
<u>SURPLUS/(DEFICIT) FOR YEAR</u>	10	140,824	(92,953)

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2001**

	Note	2001 \$	2000 \$
Current Assets			
Cash	4	178,751	107,695
Receivables	5	1,533	43,564
Prepayments		32,133	24,256
Total Current Assets		<hr/>	<hr/>
Non-Current Assets			
Property, Plant & Equipment	6	52,511	66,310
Total Non-Current Assets		<hr/>	<hr/>
Total Assets			
Current Liabilities			
Payables	7	10,465	70,724
Interest Bearing Liabilities	9	59,971	69,782
Provisions	8	14,052	5,795
Total Current Liabilities		<hr/>	<hr/>
Non-Current Liabilities			
Interest Bearing Liabilities	9	54,002	113,974
Provisions	8	7,985	3,921
Total Non-Current Liabilities		<hr/>	<hr/>
Total Liabilities		<hr/>	<hr/>
Net Assets		<hr/>	<hr/>
Members Equity			
Accumulated Funds	10	118,453	(22,371)
Total Members Equity		<hr/>	<hr/>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2001**

	Note	2001 \$
Cash Flows From Operating Activities		
Income from Members		890,126
Interest Received		4,523
Payments to Employees		(276,940)
Other Outflows		<u>(542,178)</u>
Net Cash Used In Operating Activities	12	75,531
Cash Flows From Investing Activities		
Payments for Plant & Equipment		(4,475)
Receipts from Asset Disposals		
Net Cash Used In Investing Activities		(4,475)
Net Increase/(Decrease) In Cash Held		71,056
Cash Held At The Beginning Of The Financial Year	4	<u>107,695</u>
Cash Held At The End Of The Financial Year	4	<u>178,751</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001

1. Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and other mandatory professional reporting requirements. The financial report is 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 Branch in the preparation of the financial statements:

(a) Income Tax

No provision for income tax is necessary as the Branch is exempt from income tax under section 50-15 of the Income Tax Assessment Act, 1997.

(b) Fixed Assets

The depreciable amount of all fixed assets are depreciated using both the straight line basis and the diminishing value basis over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.

The depreciation rates used for Property, Plant & Equipment range between 13-40% Diminishing Value and 7.5%-27% Straight Line.

The carrying amount of fixed assets is reviewed annually to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of 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 the recoverable amounts.

(c) Employee Entitlements

Provision is made for the Branch's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Branch to an employee superannuation fund and are charged as expenses when incurred.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001

1. Statement of Significant Accounting Policies (cont.)

(d) Cash

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

(e) Statement of Cash Flows Comparatives

The Statement of Cash Flows does not contain comparatives because in the prior year no Statement of Cash Flows was prepared due to the financial report then being a special purpose financial report whereby not all accounting standards were adopted.

(f) Revenue

Subscription income is recognised in the period to which the subscriptions relate.

Revenue from the provision of services is recognised when the right to be compensated for the services has been attained.

Interest is recognised over the period for which the funds are invested.

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

2. Information to be Provided to Members or Registrar

(i) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

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.

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.

3. Segmental Reporting

The Tasmanian Branch of the Australian Nursing Federation provides services to nurses throughout Tasmania.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
	\$	\$
4. Cash		
CBA Working Account	163,725	92,942
CBA Fundraising Account	-	2
CBA Memorial Fund	3,069	3,064
CBA Term Deposit	8,257	7,937
Trust Bank Term Deposit	3,500	3,500
Cash on Hand	<u>200</u>	<u>250</u>
	<u>178,751</u>	<u>107,695</u>
5. Receivables		
Subscriptions Receivable	-	43,564
ANF Federal Office	1,473	
Other	<u>60</u>	
	<u>1,533</u>	<u>43,564</u>
6. Property Plant & Equipment		
Leased Assets (at cost)	17,180	17,180
Less: Accumulated Depreciation	<u>(17,180)</u>	<u>(15,295)</u>
	-	1,885
Plant & Equipment (at cost)	215,333	211,247
Less: Accumulated Depreciation	<u>(197,144)</u>	<u>(189,170)</u>
	18,189	22,077
Furniture & Fittings (at cost)	54,438	54,049
Less: Accumulated Depreciation	<u>(41,642)</u>	<u>(38,778)</u>
	12,796	15,271
Motor Vehicles (at cost)	30,488	30,488
Less: Accumulated Depreciation	<u>(8,962)</u>	<u>(3,411)</u>
	<u>21,526</u>	<u>27,077</u>
	<u>52,511</u>	<u>66,310</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
	\$	\$
7. Payables		
Creditors and Accruals	10,381	56,870
Lease Liability	-	1,622
Nurses Club Limited	-	12,232
CGU Premium Funding Loan	<u>84</u>	<u>-</u>
	<u>10,465</u>	<u>70,724</u>
8. Provisions		
Current		
Provision for Annual Leave	<u>14,052</u>	<u>5,795</u>
Non-Current		
Provision for Long Service Leave	<u>7,985</u>	<u>3,921</u>
9. Interest Bearing Liabilities		
Current		
ANF Federal Office Loan	49,276	60,000
Asset Purchase Loan (Current)	<u>10,695</u>	<u>9,782</u>
	<u>59,971</u>	<u>69,782</u>
Non-Current		
Asset Purchase Loan	4,725	15,421
ANF Federal Office Loan	<u>49,277</u>	<u>98,553</u>
	<u>54,002</u>	<u>113,974</u>
10. Accumulated Funds		
Accumulated Funds at Beginning Of Year	(22,371)	70,582
Surplus/(Deficit)	<u>140,824</u>	<u>(92,953)</u>
	<u>118,453</u>	<u>(22,371)</u>
11. Reconciliation of Cash		
Cash at the end of the reporting period as shown in the statement of cash flows is the same as cash per the Balance Sheet and Note 4 to the financial statements.		

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

	2001
	\$
12. Reconciliation of net cash provided by Operating Activities to Operating Result:	
Net Surplus/(Deficit)	140,824
Depreciation	18,274
Decrease/(Increase) in Debtors	42,031
Decrease/(Increase) in Prepayments	(7,877)
(Decrease)/Increase in Payables	(60,259)
(Decrease)/Increase in Interest Bearing Liabilities	(69,783)
(Decrease)/Increase in Employee Entitlements	<u>12,321</u>
Net Cash Used In Operating Activities	<u>75,531</u>

13. Financial Instruments

a) Terms, Conditions and Accounting policies

The Branch's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument are as follow:

Recognised Financial Instruments	Balance Sheet Notes	Accounting Policies	Terms and Conditions
i) Financial Assets			
Receivables – Trade	5	Trade debtors are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full nominal amount is no longer probable.	Debtors are usually repaid in the following month.
Receivables-Subscriptions	5	Subscriptions receivable from the Members are carried at the nominal amount due.	N/A
Prepayments		Prepayments are recorded at nominal amount.	Prepayments relate to goods & services which will be received within the subsequent year.
ii) Financial Liabilities			
Payables	7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Branch.	Trade liabilities are normally settled on 30 day terms.
Interest Bearing Liabilities	9	Loans are carried at the principal amount. Interest is charged as it accrues.	

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

14. Financial Instruments (Cont.)

b) Interest Rate Risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities are as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing	
	2001 %	2000 %	2001 \$	2000 \$	2001 \$	2000 \$	2001 \$	2000 \$
i) Financial Assets								
Cash	0.70	N/A	166,994	96,257	11,757	11,437	-	-
Receivables – Trade	N/A	N/A	-	-	-	-	1,533	-
Receivable – Subscriptions	N/A	N/A	-	-	-	-	-	43,564
Prepayments	N/A	N/A	-	-	-	-	32,133	24,255
ii) Financial Liabilities								
Payables	N/A	N/A	-	-	-	-	10,465	70,724
Federal Office Loan	10.24	N/A	-	-	98,553	158,553	-	-
Asset Purchase Loan	9.38	9.38	-	-	15,421	25,203	-	-

c) Net Fair Values

For all financial assets and liabilities, the net fair value approximates their carrying value.

d) Credit Risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

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