



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7817
Fax: (03) 9654 6672

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

Dear Ms Ellis,

**Re: Financial Reports for year ended 30 June 2004 - Australian Nursing Federation -
Tasmanian Branch - FR 2004/295**

I have received the financial reports of the Australian Capital Territory Branch of the Australian Nursing Federation for year ended 30 June 2004. The documents were lodged in the Industrial Registry on 9 November 2004.

The documents have been filed.

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

1. Auditor's Report - s257(5)

(a) Auditor's Opinion

The opinion of the auditor made under the auditor's report is expressed in terms previously required under the Act. Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

The auditor must also be mindful of subsections 257(6) to (11) of the RAO Schedule.

Further, it is unclear whether the firm WHK Denison, Accountants and Auditors, falls within the definition of 'approved auditor' set out in regulation 4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (the RAO Regulations). An approved auditor is a person who is a member of CPA Australia, the National Institute of Chartered Accountants in Australia or the National Institute of Accountants and holds a current Public Practice Certificate. Mr RL Byrne described as a Registered Company Auditor alone is not sufficient to demonstrate the requirements for "approved auditor".

A copy of this letter has also been forwarded to Mr Byrne of WHK Denison, Accountants and Auditors, and I would be pleased to discuss this matter with you or Mr Byrne.

2. General Purpose Financial Report

(a) Information provided to officers or employees

I draw your attention to Item 2 of your 'Notes to Financial Statements' headed "Information to be Provided to Members or Registrar". Please note that the wording of this requirement has changed and the correct references are now subsections 272(1), (2) and (3) of the RAO Schedule.

(b) Loan, Grant or Donation

I note in the "Expenditure from Ordinary Activities" statement that the item "Donations" totals \$1,769. Section 237 of Schedule 1B requires that an organisation or branch shall, as soon as practicable after the end of the financial year, lodge with the Registrar a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation or branch during the financial year. If any single donation exceeds \$1,000 then the branch is required to lodge the relevant particulars set out in subsection 237(6) for each such donation. Obviously, no action is required if any single donation did not exceed \$1,000.

3. Operating Report - s254 & reg 159

(a) Right of members to resign

The third paragraph of the Branch's Operating Report provides that a member may resign from membership by giving 2 weeks written notice of their intention to resign. It is our view that this requirement necessitates, as a minimum, the inclusion of a reference to the specific rule in the rules of the reporting unit which makes provision for the resignation of members. Of course, if you choose to reproduce the whole of the relevant rule that would clearly satisfy the requirements of that provision.

4. Committee of Management Statement

(a) Consistency with other reporting units

This area of the Committee of Management Statement (Report) relates to Item 17(e)(iv) of the Registrar's Reporting Guidelines. Your Branch Committee's statement at paragraph (e)(iv) provides that: "the organisation consists of only one reporting unit". Subsection 242(3) of the RAO Schedule provides, in part, that where an organisation is divided into branches, each branch will be a reporting unit. As the ANF (the organisation) consists of a number of reporting units, you may wish to consider declarations that have been made by other reporting units of the ANF when preparing this statement for next years' financial report (*financial reports of all reporting units are placed on our website at www.airc.gov.au/organisations/list/list.html (click on Org Number, then click on financial report of chosen reporting unit)*).

5. Accounting officer's certificate

The report under the title "Accounting Officer's certificate" appears to replicate the accounting officer's certificate previously required under former provisions of the Act. Please note that there is no requirement under the RAO Schedule to lodge an Accounting Officer's certificate.

6. Concise Report (Summary)

The summary attached to your financial report is noted. As you know, the branch can discharge its obligation to supply a full copy of its financial documents to its members with a summary of the financial statements for the relevant financial year. The provision of a 'summary report' under former provisions of the Act is now known as a 'concise report' under the RAO Schedule and its content has changed.

A concise report for the financial year may only be provided to members instead of the full report if under the rules of the reporting unit the committee of management resolves to do so. The concise report consists of (refer s265(3)):

- (a) a concise financial report including:
 - (i) the 3 financial statements as in the full report except that the notes may be omitted; and
 - (ii) disclosures of information for the preceding financial year; and
 - (iii) discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members; and
 - (iv) the committee of management statement required by the reporting guidelines; and
 - (v) a statement that the concise financial report has been derived from the full report and cannot be expected to provide as full as understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report; and
 - (vi) the notice drawing attention to the additional information that must be made available to a member or a Registrar on behalf of a member on application; and
 - (vii) any other information consistent with the full report; and
- (b) the operating report for the year;
- (c) a statement by the auditor that the concise financial report has been audited and whether in the auditor's opinion it complies with the relevant Australian Accounting Standards;
- (d) in relation to the auditor's report on the full report, the following:
 - (i) whether in the auditor's opinion the general purpose financial report is presented fairly in accordance with Australian Accounting Standards, the reporting guidelines, or any other requirements of Chapter 8, Part 3 of the RAO Schedule; and
 - (ii) description of the effect (quantified if practicable) of any non-compliance; and

- (iii) description of any defect or irregularity in the general purpose financial report; and
- (iv) description of any deficiency, failure or shortcoming in respect of:
- (v) the auditor's entitlement to full and free access to the financial records and information and explanations sought for purposes of the audit (s257(2)); and
- (vi) the obligations of the reporting unit for keeping proper financial records (s252); and
- (vii) a statement that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them.

While the branch had complied with a number of the requirements mentioned above, it should review the information it includes in such future reports in order to fully comply with s265(3).

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7817 or by email : robert.pfeiffer@air.gov.au.

Yours sincerely



Robert Pfeiffer
Statutory Services Branch, Melbourne

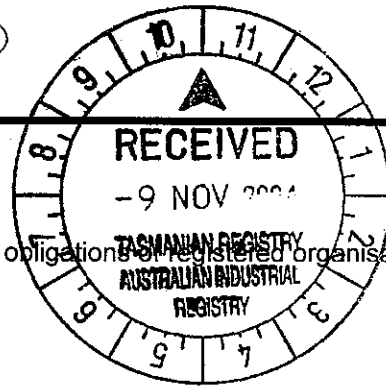
7 December 2004

cc Mr R Byrne
WHK Denison, Accountants and Auditors
30 Davey Street
HOBART TAS 7000

Rec'd 10/11/04
88

FR2004/295

ROBINSON, Meagan



From: aircefiling@air.gov.au
Sent: Tuesday, 9 November 2004 10:34 AM
To: hobart@air.gov.au
Subject: Dispatch advice of electronic filing - Rights and obligations of registered organisations - ~~Matter Number FR2004/2~~



0304 ANF
ited Financials.p

This message with the electronic document(s) attached have been dispatched to the email addresses specified above. For the purposes of subrules 70A(5) & (6), this is NOT an acknowledgement that your document is taken to have been filed with the Australian Industrial Registry. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the registry by email at the address specified below if they are incorrect and/or incomplete.

The documents will be manually checked against the Rules of the Commission by Registry staff as soon as possible and you will be advised by email of any anomaly.

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TAS Registry
Email: hobart@air.gov.au
09/11/2004 10:33

Type of Application: audited financial report
Matter Number (IF your eFiling is accepted): FR2004/2
Registry in which to be filed: TAS

Contact Details

Title: Ms
Given name(s): Neroli
Surname: Ellis
Position: Branch Secretary
Organisation: ANF Tasmanian Branch
Address: 182 Macquarie Street
HOBART
Postcode: 7000
Phone No: 0362236777
Mobile Phone No: 0408037589
Fax No: 0362240229

Email Address: taya@anftas.org

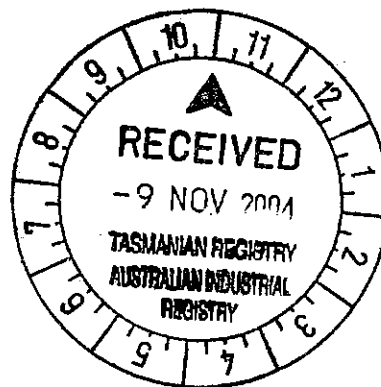
Comments:

Attachments:

Audited financial report: 0304 ANF Audited Financials.pdf

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**AUSTRALIAN NURSING FEDERATION
TASMANIAN BRANCH**

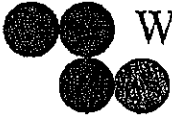
FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2004

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WHK Denison

Incorporating Garity Hurd and Moore Robsons

**AUSTRALIAN NURSING FEDERATION – TASMANIAN BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

Scope

We have audited the financial report of the Australian Nursing Federation - Tasmanian Branch, for the year ended 30 June, 2004 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, 2004; and
 - (ii) the income and expenditure, and surplus/(deficit) 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.

WHK Denison

**R L Byrne - Partner
Registered Company Auditor No 168**

Dated this

15th day of September 2004.

Accountants & Auditors

WHK Denison ABN 52 123 325 587
admin@whkdenison.com.au

Offices at: Launceston Devonport Burnie & Smithton

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**COMMITTEE OF MANAGEMENT'S REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

On the 3rd September 2004 the Committee of Management of the Australian Nursing Federation – Tasmanian 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 2004:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with 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 reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the organisation consists of only one reporting unit; 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.

a. b. morse
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**Anoni Morse
Branch President**


.....

**David Perry
Branch Vice President**

Dated this *14th* day of *September* 2004

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**ACCOUNTING OFFICER'S CERTIFICATE
FOR THE YEAR ENDED 30 JUNE 2004**

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 2004, the number of members of the Branch was 3,438 (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, 2004;
- (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 14th day of September 2004.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004

The reporting entity's principal activities during the year were providing industrial advocacy and services to members involved in the nursing profession. The results of those activities were an operating deficit of \$20,631. There was no significant change in the nature of those activities during the period.

There were no significant changes in the financial affairs of the organisation during the year.

Members have the right to resign from the entity by giving 2 weeks notice of their intention to resign in writing.

As at 30 June 2004 the Australian Nursing Federation – Tasmanian Branch employed 11.5 full time equivalent employees.

The number of members of the Branch as at 30 June 2004 was 3,438 (inclusive of all categories)

Committee Member Name	Elected	Resigned/Retired
Wendy Noye	30/11/2002	-
Angela Manion	30/11/2002	-
Anoni Morse	30/11/2002	-
David Perry	30/11/2002	-
Neroli Ellis	30/11/2001	-
Bill Dermody	30/11/2002	-
Faye Hoppitt	30/11/2002	-
Elizabeth Campton	30/11/2002	-
Julie Driver	30/11/2002	-
Tony Furnage	30/11/2002	-
Andrew Ostler	30/11/2002	-
Fiona Peate	30/11/2002	-
Sheryl Lunt	30/11/2002	-
Martin Farmer	30/11/2002	-
Angela Bresnehan	30/11/2002	-
Mohammed El Said	30/11/2002	04/07/2003
Kim Barnes	30/11/2002	04/06/2004
Linda Jongeling	28/03/2003	04/06/2004
Vicki Gaffney	28/03/2003	-
Francine Douce	30/11/2002	-
Katherine Tighe	30/11/2002	-
Yvonne Kromkamp	05/12/2003	-
Lorelle Lakos	02/07/2004	-
Roslyn Gorrie	02/07/2004	-

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

There is no other information not contained elsewhere in the financial report that is considered relevant.



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Neroli Ellis
Branch Secretary

Dated this 14th day of September 2004.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
REVENUE FROM ORDINARY ACTIVITIES			
Commissions received		1,431	1,690
Public Liability Insurance		45	3,740
Interest received		4,012	2,641
Subscriptions Received		1,096,631	963,118
CV Administration & Typing Service		15,412	200
Movie Ticket Sales		20,446	15,902
Delegates Sponsorship		4,518	7,150
Publications		8,442	-
Seminars		23,073	18,294
Sundry Income		14,407	16,912
		<u>1,188,417</u>	<u>1,029,647</u>
 EXPENDITURE FROM ORDINARY ACTIVITIES			
Accountancy & Audit Fees		23,840	21,583
Advertising & Promotion		15,695	15,894
Amenities		1,872	1,634
Bank Fees & Charges		4,712	4,827
Capitation Fees		37,560	31,560
Commissions		706	1,056
Computer Expenses		3,204	8,785
Consultant Fees		13,835	15,717
Delegate Expenses		14,622	10,130
Depreciation		30,414	33,691
Donations		1,769	1,785
Electricity		3,979	3,550
Education Programmes		20,509	12,185
Insurance		69,013	81,953
Interest		-	504
Journals & Periodicals		49,601	46,198

The accompanying notes form part of these financial statements.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
EXPENDITURE FROM ORDINARY ACTIVITIES (cont)			
Legal Fees		8,919	43,627
Loss on Disposal of MV		399	8,704
Meeting Expenses		6,202	3,621
Membership Services		17,271	11,104
Motor Vehicle Expenses		20,903	16,537
Movie Ticket Purchases		17,998	21,706
Office Equipment Expenses		17,957	13,039
Payroll Taxes		30,914	22,865
Postage, Printing & Stationary		32,529	33,915
Rent on Land & Buildings		13,840	11,863
Repairs & Maintenance		7,047	6,432
Salaries - Employees		486,109	372,684
- Holders of Office		96,525	83,177
Security		540	510
Services - Launceston		9,115	8,319
Staff Training		5,492	10,338
Subscriptions		1,143	2,831
Sundry Expenses		5,530	3,653
Superannuation		51,583	36,394
Telephone		23,793	27,060
Travel, Accommodation & Conference		17,947	12,439
TTLIC Affiliation Fee		7,955	7,205
Website/Newsletter		38,006	30,287
		<u>1,209,048</u>	<u>1,079,992</u>
SURPLUS/(DEFICIT) FOR THE YEAR		<u>(20,631)</u>	<u>(50,345)</u>
TOTAL CHANGES IN ACCUMULATED FUNDS	11	<u>(20,631)</u>	<u>(50,345)</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
Current Assets			
Cash	4	144,436	116,236
Receivables	5	6,377	3,316
Prepayments	6	3,063	3,191
Total Current Assets		<u>153,876</u>	<u>122,743</u>
Non-Current Assets			
Property, Plant & Equipment	7	103,295	113,507
Total Non-Current Assets		<u>103,295</u>	<u>113,507</u>
Total Assets		<u>257,171</u>	<u>236,250</u>
Current Liabilities			
Payables	8	65,548	57,805
Interest Bearing Liabilities	9	25,682	13,268
Provisions	10	44,100	30,530
Total Current Liabilities		<u>135,330</u>	<u>101,603</u>
Non-Current Liabilities			
Interest Bearing Liabilities	9	21,981	37,953
Provisions	10	28,897	5,100
Total Non-Current Liabilities		<u>50,878</u>	<u>43,053</u>
Total Liabilities		<u>186,208</u>	<u>144,656</u>
Net Assets		<u>70,963</u>	<u>91,594</u>
Members Equity			
Accumulated Funds	11	70,963	91,594
Total Members Equity		<u>70,963</u>	<u>91,594</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Cash Flows From Operating Activities			
Receipts from Members		1,096,631	963,118
Interest Received		4,012	2,641
Other Income		84,713	60,276
Payments to Employees & Holders of Office		(596,141)	(464,887)
Payments to Suppliers		(533,968)	(542,162)
Net Flows from Goods & Services Tax		<u>27</u>	<u>15,639</u>
Net Cash Provided By Operating Activities	12 (b)	55,274	35,075
Cash Flows From Investing Activities			
Payments for Plant & Equipment		(65,146)	(86,969)
Receipts from Asset Disposals		<u>44,545</u>	<u>41,816</u>
Net Cash Used In Investing Activities		(20,601)	(45,153)
Cash Flows From Financing Activities			
Repayments of Loans		(57,909)	(155,015)
Funds from Financing Arrangements		<u>51,436</u>	<u>57,909</u>
Net Cash Provided by Financing Activities		(6,473)	(97,106)
Net Increase/(Decrease) In Cash Held		28,200	(107,184)
Cash Held At The Beginning Of The Financial Year		<u>116,236</u>	<u>223,420</u>
Cash Held At The End Of The Financial Year	12 (a)	<u>144,436</u>	<u>116,236</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

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, Urgent Issues Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

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 Benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits 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 benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

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 2004**

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) 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).

(f) 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.

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.
- (ii) 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.
- (iii) 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 - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
3. Segmental Reporting		
The Tasmanian Branch of the Australian Nursing Federation provides services to nurses throughout Tasmania.		
4. Cash		
CBA Working Account	13,184	31,152
CBA Cash Management Account	119,120	73,282
CBA Memorial Fund	2,757	2,757
CBA Term Deposit	9,175	8,845
Cash on Hand	<u>200</u>	<u>200</u>
	<u>144,436</u>	<u>116,236</u>
5. Receivables		
ANF Federal Office	820	914
Other	<u>5,557</u>	<u>2,402</u>
	<u>6,377</u>	<u>3,316</u>
6. Prepayments		
Insurance	<u>3,063</u>	<u>3,191</u>
	<u>3,063</u>	<u>3,191</u>
7. Property Plant & Equipment		
Plant & Equipment (at cost)	78,291	248,844
Less: Accumulated Depreciation	<u>(50,251)</u>	<u>(219,659)</u>
	28,040	29,185
Furniture & Fittings (at cost)	37,469	58,378
Less: Accumulated Depreciation	<u>(29,862)</u>	<u>(47,737)</u>
	7,607	10,641
Motor Vehicles (at cost)	81,563	80,844
Less: Accumulated Depreciation	<u>(13,915)</u>	<u>(7,163)</u>
	<u>67,648</u>	<u>73,681</u>
	<u>103,295</u>	<u>113,507</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

7. Property Plant & Equipment (Cont.)

(a) Movements in Carrying Amounts

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 & Equipment \$	Furniture & Fittings \$	Motor Vehicles \$	Total \$
Opening Balance	29,185	10,641	73,681	113,507
Additions	9,196	-	55,950	65,146
Disposals	-	-	(44,944)	(44,944)
Depreciation	(10,341)	(3,034)	(17,039)	(30,414)
Closing balance	28,040	7,607	67,648	103,295

	2004 \$	2003 \$
8. Payables		
Creditors and Accruals	27,478	24,471
GST Liability	16,307	16,281
Payroll Liabilities	<u>21,763</u>	<u>17,053</u>
	<u>65,548</u>	<u>57,805</u>
9. Interest Bearing Liabilities		
Current		
Asset Purchase Loan	28,605	16,504
Less Future Finance Charges	<u>(2,923)</u>	<u>(3,236)</u>
	<u>25,682</u>	<u>13,268</u>
Non-Current		
Asset Purchase Loan	22,832	41,405
Less Future Finance Charges	<u>(851)</u>	<u>(3,452)</u>
	<u>21,981</u>	<u>37,953</u>
10. Provisions		
Current		
Provision for Annual Leave	<u>44,100</u>	<u>30,530</u>
Non-Current		
Provision for Long Service Leave	<u>28,897</u>	<u>5,100</u>

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
11. Accumulated Funds		
Accumulated Funds at Beginning Of Year	91,594	141,939
Surplus/(Deficit) For the Year	<u>(20,631)</u>	<u>(50,345)</u>
	<u>70,963</u>	<u>91,594</u>

12. (a) 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 Statement of Financial Position and Note 4 to the financial statements.

(b) Reconciliation of net cash provided by Operating Activities to Operating Result:

Net Surplus/(Deficit) For the Year	(20,631)	(50,345)
Depreciation	30,414	33,691
Decrease/(Increase) in receivables	(3,061)	(3,162)
Decrease/(Increase) in Prepayments	129	37,285
(Decrease)/Increase in Operating Payables	7,744	(3,913)
(Decrease)/Increase in Employee Benefits	37,366	17,116
Decrease/(Increase) in Future Finance Charges	2,914	(4,301)
(Gain)/Loss on Disposal of Assets included in Operating Profit	<u>399</u>	<u>8,704</u>
Net Cash Used In Operating Activities	<u>55,274</u>	<u>35,075</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	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.
Prepayments	6	Prepayments are recorded at nominal amount.	Prepayments relate to goods & services which will be received within the subsequent year.

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

13. Financial Instruments (cont.)

ii) Financial Liabilities			
Payables	8	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.	N/A

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	
	2003 %	2002 %	2003 \$	2002 \$	2003 \$	2002 \$	2003 \$	2002 \$
i) Financial Assets								
Cash	3.70	2.95	135,061	107,191	9,175	8,845	200	200
Receivables	N/A	N/A	-	-	-	-	6,377	3,316
Prepayments	N/A	N/A	-	-	-	-	3,062	3,191
ii) Financial Liabilities								
Payables	N/A	N/A	-	-	-	-	65,548	57,805
Asset Purchase Loan	5.51	7.60	-	-	51,437	57,909	-	-

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

AUSTRALIAN NURSING FEDERATION - TASMANIAN BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
14. Capital and Leasing Commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements:		
Payable		
- not later than 1 year	26,553	17,297
- later than 1 but not later than 5 years	<u>22,822</u>	<u>28,462</u>
	<u>49,375</u>	<u>45,759</u>

There are no capital commitments as at 30 June 2004.

15. Contingent Liabilities

There are no contingent assets or liabilities for the year ended 30 June 2004.

16. Branch Details

The registered office of the Branch is:

Australian Nursing Federation Tasmanian Branch
182 Macquarie Street
Hobart Tas 7000

17. Adoption of Australian Equivalents to International Financial Reporting Standards

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for the financial years commencing 1 January 2005. This requires the production of accounting data for the future comparative purposes at the beginning of the next financial year.

The Branch's management are assessing the significance of these changes and preparing for their implementation. We seek to keep stakeholders informed as to the impact of these new standards as they are finalised.

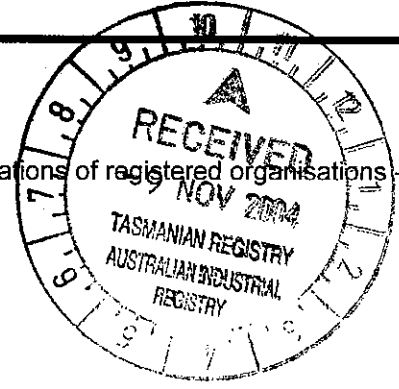
At this stage the Australian Nursing Federation Tasmanian Branch has not been able to reliably quantify the impacts on the financial report.

Rec'd 11/11/04

FR2004/295

ROBINSON, Meagan

From: aircefilling@air.gov.au
Sent: Tuesday, 9 November 2004 10:44 AM
To: hobart@air.gov.au
Subject: Dispatch advice of electronic filing - Rights and obligations of registered organisations
~~Matter Number FR2004/2~~



041109 AIRC Summary
cover letter 0304 financials 2004.doc

This message with the electronic document(s) attached have been dispatched to the email addresses specified above. For the purposes of subrules 70A(5) & (6), this is NOT an acknowledgement that your document is taken to have been filed with the Australian Industrial Registry. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the registry by email at the address specified below if they are incorrect and/or incomplete.

The documents will be manually checked against the Rules of the Commission by Registry staff as soon as possible and you will be advised by email of any anomaly.

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TAS Registry
Email: hobart@air.gov.au
09/11/2004 10:43

Type of Application: audited financial report
Matter Number (IF your eFiling is accepted): FR2004/2
Registry in which to be filed: TAS

Contact Details

Title: Ms
Given name(s): Neroli
Surname: Ellis
Position: Branch Secretary
Organisation: ANF Tasmanian Branch
Address: 182 Macquarie Street
HOBART
Postcode: 7000
Phone No: 0362236777
Mobile Phone No: 0408037589
Fax No: 0362240229

Email Address: taya@anftas.org

Comments:

Attachments:

Supporting document: 041109 AIRC cover letter 0304 audit.doc
Supporting document: Summary Financials 2004.doc

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9th November 2004

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Re: Australian Nursing Federation – Tasmanian Branch
Financial Report Year Ending 30th June 2004

I, Neroli Ellis, Branch Secretary of the Australian Nursing Federation, Tasmanian Branch, hereby certify that the accompanying documents are true copies presented to a second meeting of the Committee of Management on Friday 5th November 2004.

A summary of the financial statements were supplied to every member of the Branch on the 1st October 2004, a copy of which is also attached.

There were no single donations made exceeding \$1000 for the financial year ending 30th June 2004.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Neroli Ellis".

Neroli Ellis
Branch Secretary



AUSTRALIAN NURSING FEDERATION – TASMANIAN BRANCH
SUMMARY OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

The financial report of the Branch has been audited in accordance with the provisions of the Workplace Relations Act, 1996, as amended, and the following summary is provided for members in accordance with section 279(2) of the Act. Certificates required to be given under the Act by the Accounting Officer and the Council have been completed in accordance with the provisions of the Act and contain no qualifications. A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request them.

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274 that read 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 by the member 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.

**Statement of Financial Performance
For the Year Ended 30 June 2004**

	2004 \$	2003 \$
Income		
Subscriptions	1,096,631	963,118
Interest	4,012	2,641
Other	87,774	63,888
Total Income	1,188,417	1,029,647
Expenditure		
Accounting, Audit & Legal	32,759	65,210
Journals	49,601	46,198
Capitation & Affiliation Fee	45,515	38,765
Other Members Services	119,938	95,717
Motor Vehicle	20,903	16,537
Staff Costs - Employees	568,606	423,127
- Office Holders	96,525	83,177
Operational	275,201	311,261
Total Expenditure	1,209,048	1,079,992
Surplus/Deficit	(20,631)	(50,345)

**Statement of Financial Position
as at 30 June 2004**

	2004 \$	2003 \$
Current Assets		
Cash	144,436	116,236
Receivables	6,377	3,316
Prepayments	3,063	3,191
Total Current Assets	153,876	122,743
Non-Current Assets		
Property, plant & Equipment	103,295	113,507
Total Non-Current Assets	103,295	113,507
Total Assets	257,171	236,250
Current Liabilities		
Payables	65,548	57,805
Interest Bearing Liabilities	25,682	13,268
Provisions	44,100	30,530
Total Current Liabilities	135,330	101,630
Non Current Liabilities		
Interest Bearing Liabilities	21,981	37,953
Provisions	28,897	5,100
Total Non Current Liabilities	50,878	43,053
Total Liabilities	186,208	144,656
Net Assets	70,963	91,594
Members Equity		
Accumulated Funds	70,963	91,594
Total Members Equity	70,963	91,594

AUDITOR'S CERTIFICATE

We have audited the above Summary of the Financial Statements of the Australian Nursing Federation - Tasmanian Branch for the year ended 30 June 2004 in accordance with Australian Auditing Standards applicable to the audit of Financial Information other than a General Purpose Financial Report. In our opinion, the information reported in the Summary of the Financial Statements is consistent with the financial report from which it is derived and upon which we expressed an unqualified audit opinion in our report dated 15th September 2004. For a better understanding of the entity's financial position and the results of its operations and the scope of our audit, the Summary of Financial Statements should be read in conjunction with the Financial Report.

WHK Denison Accountants & Auditors
 Ross L Byrne Registered Company Auditor

30 Davey Street, Hobart TAS 7000
 15th September 2004

AUSTRALIAN NURSING FEDERATION – TASMANIAN BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004

Principal Activities

The principal activities of the Australian Nursing Federation Tasmanian Branch during the financial year were to provide advice and services to members and to act on their behalf in industrial matters. No significant change in the nature of these activities occurred during the year.

Operating Results

The result of trading operations for the year was a deficit of \$20,631.

Significant Changes in State of Affairs

There were no significant changes in the state of affairs of the Branch during the year.

Discussion and Analysis of the Financial Statements

The Branch recorded a deficit of \$20,631 in 2004, compared to a deficit of \$50,345 in 2003. This is a significant improvement, and consistent with the plan to put the Branch on a strong financial footing for the longer term. Subscription income increased by over \$130,000, reflecting the continuing strong growth in membership. All other areas of income remained strong during the year, and this is likely to continue as our membership base continues to grow.

Expenditure on membership services increased by about 20% for the second year in a row, and we continued to exercise good control over operational expenditure levels, with professional fees and general operational expenditure both falling relative to the previous year. This has allowed for the planned increases in staffing levels, and we continue to aim to provide the highest levels of service to members. Full time equivalent staffing levels have increased from 8.5 at the start of the year to 11.5 at June 30th 2004, and this is reflected in the significant increases in staff costs.

Total assets increased marginally compared to 2003. Cash was up, whilst plant and equipment values dropped somewhat. This was due substantially to the effect of depreciation and limited asset purchases during the year.

Liabilities have increased, with some increase in interest bearing liabilities reflecting the provision of motor vehicles to some staff members, and a significant increase in provisions. The increasing provisions is an inevitable consequence of increasing staff levels as we provide for future annual and long service leave liabilities.

Members and Employees

As at 30 June 2004 there were 3,438 members in the register of members and taken to be members of the Branch. All members have the right to resign from the Branch in accordance with section 264 of the Workplace Relations Act.

As at 30 June there were 11.5 employees of the Branch, measured on a full time equivalent basis.

Committee Members

The name of each person who has been a member of the committee of management at any time during the financial year and the period for which he or she has held the position is as follows:

Wendy Noye	30/11/2002	-
Angela Manion	30/11/2002	-
Anoni Morse	30/11/2002	-
David Perry	30/11/2002	-
Neroli Ellis	30/11/2001	-
Bill Dermody	30/11/2002	-
Faye Hoppitt	30/11/2002	-
Elizabeth Campton	30/11/2002	-
Julie Driver	30/11/2002	-
Tony Furrage	30/11/2002	-
Sheryl Lunt	30/11/2002	-
Andrew Ostler	30/11/2002	-

Fiona Peate	30/11/2002	-
Angela Bresnehan	30/11/2002	-
Mohammed El Said	30/11/2002	04/07/2003
Kim Barnes	30/11/2002	04/06/2004
Linda Jongeling	28/03/2003	04/06/2004
Vicki Gaffney	28/03/2003	-
Francine Douce	30/11/2002	-
Katherine Tighe	30/11/2002	-
Yvonne Kromkamp	05/12/2003	-
Lorelle Lakos	02/07/2004	-
Martin Farmer	30/11/2002	-
Roslyn Gorrie	02/07/2004	-

