



17 December 2019

Emily Shepherd  
Secretary  
Australian Nursing and Midwifery Federation - Tasmanian Branch

Sent via email: [enquiries@anmftas.org.au](mailto:enquiries@anmftas.org.au)  
CC: [alison.flakemore@crowehorwath.com.au](mailto:alison.flakemore@crowehorwath.com.au)

Dear Emily Shepherd,

**Australian Nursing and Midwifery Federation - Tasmanian Branch  
Financial Report for the year ended 30 June 2019 – (FR2019/203)**

I acknowledge receipt of the financial report for the year ended 30 June 2019 for the Australian Nursing and Midwifery Federation - Tasmanian Branch. The documents were lodged with the Registered Organisations Commission (**the ROC**) on 15 November 2019.

The financial report has now been filed.

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

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

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

**General purpose financial report (GPFR)**

Nil activities disclosure

Item 21 of the RGs states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. The notes contained nil activity information for all prescribed RG categories except the following:

- Receive any other revenue from another reporting unit (RG 13(b))

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

I also note that the notes includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the financial statements:

- "Receive capitation fees from another reporting unit" and "receive revenue from compulsory levies" are disclosed in both the statement of comprehensive income and Note 2(a).

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

#### Recovery of wages disclosure

Please note that under the 5<sup>th</sup> edition of the RG made under section 255 of the RO Act issued 4 May 2018 a recovery of wages activity statement is no longer required. Furthermore, the RGs no longer require a statement in regard to recovery of wages activity in the committee of management statement.

In place of the former requirements, item 13(e) of the 5<sup>th</sup> edition RGs requires the disclosure of any revenue derived from undertaking recovery of wages activity in either the statement of comprehensive income or the notes to the financial statements. If such activity has not occurred in the reporting period, a statement to this effect must be included in the financial statements, the notes or in an officer's declaration statement.

#### **Auditor's report**

##### Audit scope – subsection 255 (2A) report

Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* paragraph 24(c) requires the auditor's statement to list the elements of the GPFR. I note that in the lodged auditor's report reference is made to the subsection 225 2(A) report instead of the subsection 255 (2A) report.

#### **Reporting Requirements**

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

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

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

Yours sincerely,



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

**Australian Nursing and Midwifery Federation (Tasmanian Branch)**

s.268 Fair Work (Registered Organisations) Act 2009

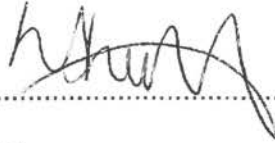
## Certificate by prescribed designated officer

Certificate for the year ended 30 June 2019

I, Emily Shepherd, being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian Branch) certify:

- that the documents lodged herewith are copies of the full report for the Australian Nursing and Midwifery Federation (Tasmanian Branch) for the period ended 30 June 2019 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the reporting unit on 23 October 2019 (via Branch website) and 13 November 2019 (via member enews bulletin); and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 1 November 2019 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer: .....



Name of prescribed designated officer: Emily Shepherd

Title of prescribed designated officer: Branch Secretary

Dated: 14 November 2019

# **Australian Nursing and Midwifery Federation Tasmanian Branch**

**Consolidated Financial Report**

**For the Year Ended 30 June 2019**

# Australian Nursing and Midwifery Federation Tasmanian Branch

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# Australian Nursing and Midwifery Federation Tasmanian Branch

## Operating Report

30 June 2019

I, Emily Shepherd, being the designated officer responsible for preparing this financial report for the financial year ended 30 June 2019 of Australian Nursing and Midwifery Federation Tasmanian Branch, report as follows:

### 1. General information

#### Committee Members

The members of the Committee throughout the year and at the date of this report were:

<b>Names</b>	<b>Appointed/Resigned</b>
Andrew Ostler	
Anne Sands	
Astrid Tiefholz	
Carole Scaife	
Deanna Butler	Resigned 17 January 2019
Emily Shepherd	
Grace Patten	
Helen Evans	Resigned 7 June 2019
James Lloyd	
Katherine Loader	
Kylie Atwell	
Kylie Stubbs	Leave of absence from 3 January 2019
Mathew Hunnibell	Did not re-elect - End of term 30 November 2018
Monica Werner	
Peter Fraser	Did not re-elect - End of term 30 November 2018
Roseanne O'Keeffe	
Sarah Hill	
Tristan Streefland	Appointed 4 July 2018

Members of the Committee have been in office since the start of the financial year to the date of this report unless otherwise stated.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Operating Report

30 June 2019

### 1. General information

#### Principal Activities

- i) The Australian Nursing and Midwifery Federation Tasmanian Branch ("the Branch") provides industrial advocacy and services to members involved in the nursing profession.
- ii) The Branch functions as a single entity and acts under its Constitution and Rules and reports under the *Fair Work (Registered Organisations) Act 2009*.
- iii) The development of Branch policy is the responsibility of the governing body, the National Council, on which all State and Territory Branches are represented.
- iv) The implementation of this policy is overseen by the National Executive through the Australian Nursing and Midwifery Federation National Office.
- v) Within the framework of National policy, development and implementation of the activities and operations of the Tasmanian Branch is set by the members of the Tasmanian Committee.
- vi) These activities are referred to the various Tasmanian Branch Divisions who deliver the activities and services that address the various objectives and targets set for them.

#### Significant Changes in principal activities

There were no significant changes in the Branch's principal activities during the financial year.

#### Significant Changes in financial affairs

There were no significant changes in the Branch's financial activities during the financial year.

#### Number of Members & Right to Resign

As at 30 June 2019, the Australian Nursing and Midwifery Federation Tasmanian Branch, had 7,538 members (2018: 7,380) (inclusive of all categories).

In accordance with Rule 10 of the Federal Rules of the Australian Nursing and Midwifery Federation a member may resign from membership by written notice addressed and delivered to the Branch Secretary in which he or she is a member.

#### Number of Employees

As at 30 June 2019, the Australian Nursing and Midwifery Federation Tasmanian Branch maintains full time equivalent employment of 32 employees (2018: 28).

#### Superannuation Trustees

No officer or employee of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public superannuation fund scheme, where the criteria for holding such as position is that they are an officer or member of the reporting unit.

# Australian Nursing and Midwifery Federation Tasmanian Branch

Operating Report

30 June 2019

## 2. Members Advice

- i) Under Section 174 of *Fair Work (Registered Organisations) Act 2009*, a member may resign from membership written notice addressed and delivered to the Branch Secretary; and
- ii) The register of members of the reporting unit was maintained in accordance with the *Fair Work (Registered Organisations) Act 2009*.

## 3. Operating Results and Review of Operations for the Year

The surplus/(deficit) from ordinary activities for the year amounted to \$ (88,329) (2018: \$207,626). There have been no significant changes in the nature of ordinary activities during the 2019 financial year.

Signed in accordance with a resolution of the Members of the Committee:

Signature of Branch Secretary:  .....

Name and title of designated officer: Emily Shepherd Branch Secretary

Signed in accordance with a resolution of the Members of the Branch Committee:

Dated this 4<sup>th</sup> day of October 2019.



# Australian Nursing and Midwifery Federation Tasmanian Branch

## Statement by the Branch Committee

On the 4<sup>th</sup> October 2019 the Committee of the Australian Nursing and Midwifery Federation Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the period ended 30 June 2019.

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

- (1) The financial statements and notes comply with the Australian Accounting Standards;
- (2) The financial statements and notes comply with the reporting guidelines of the Commissioner;
- (3) 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;
- (4) 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;
- (5) During the financial year to which these GPFR relate and since the end of that year:
  - i) meetings of the Committee were held in accordance with the rules of the organisation including the rules of the 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 the Branch concerned; and
  - iii) the financial records of the reporting unit have been kept and maintained in accordance with *Fair Work (Registered Organisations) Act 2009*; and
  - iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - v) where information has been sought in any request of a member of the reporting unit or the Commissioner duly made under section 272 of the *Fair Work (Registered Organisations) Act 2009* has been provided to the member or Commissioner; and
  - vi) no orders have been made by the Fair Work Commission under section 273 of the *Fair Work (Registered Organisations) Act 2009* during the period.
- (6) There was no recovery of wages activity for the financial year.

Signed in accordance with a resolution of the Members of the Committee:

Signature of Branch Secretary:  .....

Name and title of designated officer: Emily Shepherd Branch Secretary

Dated this 4<sup>th</sup> day of October 2019.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Consolidated Statement of Comprehensive Income

For the Year Ended 30 June 2019

	Note	2019 \$	2018 \$
<b>Income</b>			
Capitation fees and levies	2(a)	-	-
Delegates sponsorship		20,636	22,604
Grants & donations	2(b)	-	-
Interest income		2,436	4,288
Movie ticket sales		57,188	77,093
Other revenue		1,758	7,571
Profit on disposal of assets		4,544	-
Rental income		20,276	11,063
Recovery of wages for employees		-	-
RTO fees		415,365	268,018
Seminars		23,418	46,916
Subscriptions received		4,473,978	4,252,924
<b>Total Income</b>		<b>5,019,599</b>	<b>4,690,477</b>
<b>Less: Expenses</b>			
Accounting fees		38,355	35,795
Administration and management fees		34,362	38,067
Affiliation fees, capitation fees and levies	3(a)	273,583	213,351
Amenities		12,129	11,461
Bank charges		39,762	39,884
Clinical placement charges		12,273	56,344
Commissions		26,489	23,404
Computer expenses		42,132	47,639
Depreciation and amortisation	6(a)7(a)	180,641	174,206
Donations and grants	3(c)	2,300	1,900
Education centre, facilities and programs		4,473	5,640
Electricity & water		21,245	23,233
Employee expenses	3(b)	3,579,706	3,010,671
Industrial campaigns		28,626	30,972
Insurance		120,752	115,789
Interest expense		11,732	28,746
IT expenses		70,132	52,270
Loss on disposal of fixed assets		-	517
Management consultancy		5,129	3,955
Membership services		35,948	34,352
Motor vehicle expenses		33,319	29,361
Movie ticket purchases		61,536	71,266
Occupancy costs		36,662	37,257
Office equipment expenses		22,788	23,814
Other administrative expenses	3(d)	24,520	32,685
PayPal fees		6,308	5,828
Postage		32,349	36,142

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Consolidated Statement of Comprehensive Income

For the Year Ended 30 June 2019

	2019	2018
Note	\$	\$
Rates	22,286	20,475
Repairs and maintenance	27,658	28,776
RTO expenses	72,418	17,188
Security	1,913	1,656
Services - Launceston and Devonport	6,629	7,538
Subscriptions	8,085	9,930
Sundry expenses	131,369	120,358
Telephone	36,960	37,799
Travel, accommodation and conference	27,818	34,743
Website/newsletter	15,540	19,839
<b>Total Expenses</b>	<u>5,107,927</u>	<u>4,482,851</u>
<b>Net Surplus/(deficit) for the year</b>	<u>(88,328)</u>	<u>207,626</u>
Other Comprehensive Income	-	-
<b>Total Comprehensive Income for the year ended</b>	<u><u>(88,328)</u></u>	<u><u>207,626</u></u>

The accompanying notes form part of these financial statements.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Consolidated Statement of Financial Position

As At 30 June 2019

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	557,352	474,806
Trade and other receivables	5	74,586	72,019
Term deposits		44,300	43,518
Prepayments		25,407	15,100
<b>TOTAL CURRENT ASSETS</b>		<b>701,645</b>	<b>605,443</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	2,310,300	2,348,182
Intangible assets	7	72,853	100,603
<b>TOTAL NON-CURRENT ASSETS</b>		<b>2,383,153</b>	<b>2,448,785</b>
<b>TOTAL ASSETS</b>		<b>3,084,798</b>	<b>3,054,228</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	268,838	228,761
Borrowings	9	40,000	40,000
Employee benefits	10	407,220	287,040
Income in advance		13,636	9,091
<b>TOTAL CURRENT LIABILITIES</b>		<b>729,694</b>	<b>564,892</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	9	110,000	210,000
Employee benefits	10	141,389	87,293
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>251,389</b>	<b>297,293</b>
<b>TOTAL LIABILITIES</b>		<b>981,083</b>	<b>862,185</b>
<b>NET ASSETS</b>		<b>2,103,715</b>	<b>2,192,043</b>
<b>EQUITY</b>			
Accumulated surpluses		2,103,715	2,192,043
<b>TOTAL EQUITY</b>		<b>2,103,715</b>	<b>2,192,043</b>

The accompanying notes form part of these financial statements.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Consolidated Statement of Changes in Equity

For the Year Ended 30 June 2019

2019

	<b>Accumulated Surpluses</b>	<b>Total</b>
	\$	\$
<b>Balance at 1 July 2018</b>	2,192,043	2,192,043
Net surplus/(deficit) for the year	(88,328)	(88,328)
<b>Balance at 30 June 2019</b>	<u>2,103,715</u>	<u>2,103,715</u>

2018

	<b>Accumulated Surpluses</b>	<b>Total</b>
	\$	\$
<b>Balance at 1 July 2017</b>	1,984,417	1,984,417
Net surplus/(deficit) for the year	207,626	207,626
<b>Balance at 30 June 2018</b>	<u>2,192,043</u>	<u>2,192,043</u>

The accompanying notes form part of these financial statements.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Consolidated Statement of Cash Flows

For the Year Ended 30 June 2019

	2019	2018
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from members and customers	5,683,102	5,265,975
Receipts from other reporting units	11(c) 3,237	1,372
Payments to suppliers, employees & holders of office	(5,162,460)	(4,647,029)
Payments to other reporting units	11(c) (219,137)	(204,702)
Net cash provided by operating activities	11(b) <u>304,742</u>	<u>415,616</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Proceeds from sale of property, plant & equipment	24,191	19,000
Payments for purchases of property, plant & equipment	(134,655)	(97,872)
Proceeds from term deposits	-	3,277
Net cash used in investing activities	<u>(110,464)</u>	<u>(75,595)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Repayments of borrowings	<u>(111,732)</u>	<u>(466,869)</u>
Net cash used in financing activities	<u>(111,732)</u>	<u>(466,869)</u>
Net increase/(decrease) in cash and cash equivalents held	82,546	(126,848)
Cash and cash equivalents at beginning of year	<u>474,806</u>	<u>601,654</u>
Cash and cash equivalents at end of financial year	11(a) <u><u>557,352</u></u>	<u><u>474,806</u></u>

The accompanying notes form part of these financial statements.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

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

#### (a) Basis of Preparation

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. The Branch is a not for profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented have been rounded to the nearest dollar.

#### (b) Principles of consolidation

The consolidated financial report incorporates the assets, liabilities and results of entities controlled by the Australian Nursing and Midwifery Federation Tasmanian Branch at the end of the reporting period. A controlled entity is any entity over which the Australian Nursing and Midwifery Federation Tasmanian Branch has the power to govern the financial and operating policies so as to obtain benefits from the entity's activities. Control will generally exist when a parent owns, directly or indirectly, more than half of the voting power of an entity. In assessing the power to govern, the existence and effect of holdings of actual and potential voting rights are also considered. The Nurses Club Limited is a 100% controlled entity of the Australian Nursing and Midwifery Federation Tasmanian Branch.

In preparing the consolidated financial statements, all inter-group balances and transactions between entities in the group have been eliminated on consolidation. Accounting policies of subsidiaries have been changed where necessary to ensure consistency with those adopted by the Branch entity.

#### (c) Comparative Figures

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

#### (d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities in the consolidated statement of financial position.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (e) Property, Plant and Equipment

Property, plant and equipment are measured on the cost basis less, where applicable, any accumulated depreciation. Under the cost model, the asset is carried at its cost less any accumulated depreciation and any impairment losses. Costs include purchase price, other directly attributable costs and the initial estimates of the costs of dismantling and restoring the asset where applicable.

#### Depreciation

Property, plant and equipment 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 property, plant and equipment 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.

#### (f) Critical Accounting Estimates and Judgments

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

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

#### *Key estimates - Control*

Control is achieved where a reporting unit is exposed or has rights to variable return from its involvement with an investee and has the ability to affect those returns through its power over the reporting unit. The other reporting units (subsidiaries) controlled by the Australian Nursing and Midwifery Federation Tasmanian Branch are outlined at Note 18.



# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (f) Critical Accounting Estimates and Judgments

##### *Key estimates - Impairment*

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

#### (g) Intangible Assets

##### **RTO Accreditation**

RTO Accreditation is recognised at cost of acquisition. RTO Accreditation has a finite life and is carried at cost less any accumulated amortisation and any impairment losses. RTO accreditation amortised over its estimated useful life of 10 years.

##### **Software**

Software is recorded at cost. Software has a finite life and is carried at cost less any accumulated amortisation and impairment losses. It has an estimated useful life of between 1 and 5 years.

##### **Amortisation**

Amortisation is based on the cost of an asset less its residual value.

Amortisation is recognised in profit or loss on a straight-line basis over the estimated useful lives of intangible assets, other than goodwill, from the date that they are available for use.

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

#### (h) Impairment of Assets

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

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (i) Financial Instruments

##### Initial recognition and measurement

Financial instruments are recognised initially on the date that Branch becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

##### Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

##### *Classification*

On initial recognition, Branch classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss - FVTPL
- fair value through other comprehensive income - equity instrument (FVOCI - equity)
- fair value through other comprehensive income - debt investments (FVOCI - debt)

Financial assets are not reclassified subsequent to their initial recognition unless Branch changes its business model for managing financial assets.

##### *Amortised cost*

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows; and
- the contractual terms give rise on specified dates to cash flows are solely payments of principal and interest on the principal amount outstanding.

Branch's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the consolidated statement of financial position.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (i) Financial Instruments

##### Financial assets

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, foreign exchange gains or losses and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

##### *Fair value through other comprehensive income*

There are no financial assets classified as fair value through Other Comprehensive Income.

##### *Financial assets through profit or loss*

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at FVTPL.

Net gains or losses, including any interest or dividend income are recognised in profit or loss.

##### *Impairment of financial assets*

Impairment of financial assets is recognised on an expected credit loss (ECL) basis for the following assets:

- financial assets measured at amortised cost
- debt investments measured at FVOCI

When determining whether the credit risk of a financial assets has increased significant since initial recognition and when estimating ECL, Branch considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Branch's historical experience and informed credit assessment and including forward looking information.

Branch uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

Branch uses the presumption that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to Branch in full, without recourse to Branch to actions such as realising security (if any is held); or
- the financial assets is more than 90 days past due.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (i) Financial Instruments

##### Financial assets

Credit losses are measured as the present value of the difference between the cash flows due to Branch in accordance with the contract and the cash flows expected to be received. This is applied using a probability weighted approach.

##### *Trade receivables and contract assets*

Impairment of trade receivables and contract assets have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses. Branch has determined the probability of non-payment of the receivable and contract asset and multiplied this by the amount of the expected loss arising from default.

The amount of the impairment is recorded in a separate allowance account with the loss being recognised in finance expense. Once the receivable is determined to be uncollectable then the gross carrying amount is written off against the associated allowance.

Where Branch renegotiates the terms of trade receivables due from certain customers, the new expected cash flow are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

##### *Other financial assets measured at amortised cost*

Impairment of other financial assets measured at amortised cost are determined using the expected credit loss model in AASB 9. On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

##### Financial liabilities

Branch measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of Branch comprise trade and other payables, bank and other loans.

#### (j) Trade and other payables

Trade and other payables are stated at cost, which approximates fair value due to the short term nature of these liabilities.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (k) 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 long service 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.

#### (l) Provisions

Provisions are recognised when Branch has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

#### (m) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to entities in Branch are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the life of the lease term.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (n) Revenue

Subscription revenue is recognised over the period to which the subscription relates.

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

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

Rental income is recognised over the the period to which the rent relates.

Revenue received in the form of capital grant funds is recognised as income when received, while the expenditure relating to the capital funds has been capitalised in the Statement of Financial Position for the purpose for which the funds were received.

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

#### (o) 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 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 consolidated statement of financial position are shown inclusive of GST.

Cash flows are presented in the consolidated statement of cash flows on a net basis, and the net movement in GST for the period shown as a separate operating cash flow. The GST components of investing and financing activities are disclosed as operating cash flows.

#### (p) Income Tax

No provision for income tax has been raised as the Branch is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

#### (q) Adoption of new and revised accounting standards

During the current year, standards which became mandatory had no significant impact on the financial report of the Branch. AASB 9 Financial Instruments has been adopted and had no significant impact and no requirement for any reclassification or restatement of comparatives (Refer also Note 1 (i)).

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (r) New accounting standards for application in future periods

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. Branch has decided against early adoption of these standards. The following table summarises those future requirements, and their impact on Branch:

Standard Name	Effective Date for Branch	Requirements	Impact
AASB 15 Revenue from Contracts with Customers	1 July 2019	AASB 15 introduces a five step process for revenue recognition with the core principal of the new standard being for entities to recognise revenue to customers in amounts that reflect the considerations (That is payment) to which the entity expects to be entitled in exchange for those goods or services.	Some subscriptions that would previously have been recognised as revenue will, in future, be deferred until performance obligations have been satisfied.
AASB 16 Leases	1 July 2019	New standard that abolishes the concept of the operating lease for lessees by creating a single model for lessees and recognises a 'right of use' asset and financial liability for all leases.	There is no significant impact.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 1 Summary of Significant Accounting Policies

#### (r) New accounting standards for application in future periods

Standard Name	Effective Date for Branch	Requirements	Impact
AASB 1058 Income of Not-for-Profit entities	1 July 2019	AASB 1058 supersedes all income recognition requirements relating to NFP entities, and the majority of income recognition requirements relating public sector NFP entities, previously in AASB 1004 Constitution. The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or series), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.	There is no significant impact.

#### (s) Going Concern

Australian Nursing and Midwifery Federation Tasmanian Branch has not received or provided any going concern support. The Branch does not have any going concern agreements in place with any other entity. No other entity has administered the financial affairs of the Branch.

#### (t) Transaction Occurrence

Any transactions required to be specifically disclosed under the Fair Work (Registered Organisations) Act 2009 that have not been disclosed in this financial report have been not occurred during the financial year.

#### (u) Acquisition of assets and or liabilities that do not constitute a business combination

There are no acquisitions of assets and or liabilities that do not constitute a business combination as at reporting date to be disclosed.



# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 2 Revenue

#### (a) Capitation Fees and Levies

	2019	2018
	\$	\$
Capitation fees received	-	-
Levies received	-	-
	<u>-</u>	<u>-</u>

#### (b) Grants and Donations

	2019	2018
	\$	\$
Grants	-	-
Donations	-	-
	<u>-</u>	<u>-</u>

### 3 Expenses

#### (a) Affiliation Fees, Capitation Fees and Levies

	2019	2018
	\$	\$
ACTU IR levy	7,499	-
Affiliation fees, capitation fees and levies	-	-
Affiliation fees - Unions Tasmania	32,432	30,813
Australian Nursing & Midwifery Federation journal levy	11,860	17,915
Australian Nursing & Midwifery Federation capitation fees	161,157	152,518
Promo levy	60,636	12,105
	<u>273,584</u>	<u>213,351</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 3 Expenses

#### (b) Employee Expenses

	2019	2018
	\$	\$
<b>Holders of office</b>		
Wages and salaries	155,154	218,946
Superannuation	20,727	29,623
Leave and other entitlements	18,032	(20,198)
Separation and redundancies	-	-
Other employee expenses	-	-
<b>Employees other than office holders</b>		
Wages and salaries	2,647,441	2,254,414
Superannuation	372,432	319,336
Leave and other entitlements	156,244	13,642
Separation and redundancies	-	-
Other employee expenses	28,850	36,279
<b>Other payroll expenses</b>		
Honorarium for James Lloyd	3,000	3,000
Payroll tax	177,826	155,629
Payroll deductions for memberships	-	-
	3,579,706	3,010,671

#### (c) Grants and Donations

	2019	2018
	\$	\$
<b>Grants</b>		
Total paid that were \$1,000 or less	200	400
Total paid that exceeded \$1,000 or more	-	-
<b>Donations</b>		
Total paid that were \$1,000 or less	2,100	1,500
Total paid that exceeded \$1,000 or more	-	-
	2,300	1,900

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 3 Expenses

#### (d) Other Administrative Expenses

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Consideration to employers for payroll deductions	-	-
Penalties via the RO Act or RO Regulations	-	-
Fees/allowances - meetings and conferences	8,935	7,216
Litigation fees	-	-
Other legal fees	6,276	1,209
Meetings and conferences expenses	9,309	24,260
	<u>24,520</u>	<u>32,685</u>

### 4 Cash and Cash Equivalents

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	30	100
Cash at bank	407,322	474,706
Short-term bank deposits	150,000	-
	<u>557,352</u>	<u>474,806</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 5 Trade and Other Receivables

	2019	2018
	\$	\$
Trade receivables	69,173	67,044
Other reporting units - Australian Nursing and Midwifery Federation (Federal Office)	813	375
	<u>69,986</u>	<u>67,419</u>
Provision for doubtful debt		
Non-reporting units	(2,400)	(2,400)
Other reporting units	-	-
	<u>(2,400)</u>	<u>(2,400)</u>
Deposits	7,000	7,000
	<u>74,586</u>	<u>72,019</u>

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

#### (a) Ageing analysis

	2019	2018
	\$	\$
Less than 30 days	45,719	50,186
31 days to 60 days	15,931	10,312
61+ days (past due not impaired)	12,936	11,521
	<u>74,586</u>	<u>72,019</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 6 Property, Plant and Equipment

	2019	2018
	\$	\$
LAND AND BUILDINGS		
Land		
At directors' valuation	100,000	100,000
Total land	<u>100,000</u>	<u>100,000</u>
Buildings		
At cost	2,421,094	2,421,094
Accumulated depreciation	(545,760)	(480,674)
Total buildings	<u>1,875,334</u>	<u>1,940,420</u>
Total land and buildings	<u>1,975,334</u>	<u>2,040,420</u>
PLANT AND EQUIPMENT		
Plant and equipment		
At cost	370,785	335,111
Accumulated depreciation	(306,444)	(282,734)
Total plant and equipment	<u>64,341</u>	<u>52,377</u>
Furniture, fixture and fittings		
At cost	303,336	296,636
Accumulated depreciation	(217,180)	(193,140)
Total furniture, fixture and fittings	<u>86,156</u>	<u>103,496</u>
Motor vehicles		
At cost	170,482	122,893
Accumulated depreciation	(40,764)	(35,511)
Total motor vehicles	<u>129,718</u>	<u>87,382</u>
Computer equipment		
At cost	149,184	144,913
Accumulated depreciation	(94,464)	(80,444)
Total computer equipment	<u>54,720</u>	<u>64,469</u>
Library		
At cost	3,057	3,057
Accumulated depreciation	(3,026)	(3,019)
Total library	<u>31</u>	<u>38</u>
Total property, plant and equipment	<u>2,310,300</u>	<u>2,348,182</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

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

## 6 Property, Plant and Equipment

### (a) Movements in Carrying Amounts

Movement in the carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Land	Buildings	Plant and Equipment	Furniture, Fixtures and Fittings	Motor Vehicles	Computer Equipment	Library	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>2019</b>								
Balance at the beginning of year	100,000	1,940,420	52,377	103,496	87,382	64,469	38	2,348,182
Additions	-	-	35,674	6,700	88,010	4,271	-	134,655
Disposals - written down value	-	-	-	-	(19,646)	-	-	(19,646)
Depreciation expense	-	(65,086)	(23,710)	(24,040)	(26,028)	(14,020)	(7)	(152,891)
Impairment loss in equity	-	-	-	-	-	-	-	-
Carrying amount as at 30 June 2019	100,000	1,875,334	64,341	86,156	129,718	54,720	31	2,310,300
<b>2018</b>								
Balance at the beginning of year	100,000	2,005,513	38,550	105,507	84,834	78,985	48	2,413,437
Additions	-	-	34,578	21,241	42,053	-	-	97,872
Disposals - written down value	-	-	-	-	(19,049)	-	-	(19,049)
Depreciation expense	-	(65,093)	(20,751)	(23,252)	(20,456)	(14,516)	(10)	(144,078)
Impairment loss in equity	-	-	-	-	-	-	-	-
Carrying amount as at 30 June 2018	100,000	1,940,420	52,377	103,496	87,382	64,469	38	2,348,182

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 7 Intangible Assets

	2019	2018
	\$	\$
Patents, trademarks and other rights		
At cost	122,146	122,146
Accumulated amortisation	(61,107)	(48,892)
	<u>61,039</u>	<u>73,254</u>
Computer software		
At cost	89,563	89,563
Accumulated amortisation	(77,749)	(62,214)
	<u>11,814</u>	<u>27,349</u>
	<u><u>72,853</u></u>	<u><u>100,603</u></u>

#### (a) Reconciliation Detailed Table

	Patents, trademarks and other rights	Computer software	Total
	\$	\$	\$
<b>2019</b>			
Balance at the beginning of the year	73,254	27,349	100,603
Amortisation	(12,215)	(15,535)	(27,750)
Impairment	-	-	-
<b>Closing amount at 30 June 2019</b>	<u>61,039</u>	<u>11,814</u>	<u>72,853</u>
<b>2018</b>			
Balance at the beginning of the year	85,469	45,262	130,731
Amortisation	(12,215)	(17,913)	(30,128)
Impairment	-	-	-
<b>Closing amount at 30 June 2018</b>	<u>73,254</u>	<u>27,349</u>	<u>100,603</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 8 Trade and Other Payables

	2019	2018
	\$	\$
Trade payables		
Australian Nursing & Midwifery Federation (Federal Office)	16,825	15,463
Non-reporting units	46,265	57,187
Consideration to employers for payroll deductions	-	-
Other legal fees	-	-
Litigations	-	-
Credit card	(1,000)	(1,000)
Employee benefits	128,380	83,856
GST payable	78,368	73,255
	<u>268,838</u>	<u>228,761</u>

All amounts are short term and the carrying values are considered to be a reasonable approximation of fair value.

### 9 Borrowings

	2019	2018
	\$	\$
CURRENT		
Bank loans	<u>40,000</u>	<u>40,000</u>
	<u>40,000</u>	<u>40,000</u>
NON-CURRENT		
Bank loans	<u>110,000</u>	<u>210,000</u>
	<u>110,000</u>	<u>210,000</u>

The loan issued by the Commonwealth Bank of Australia is secured against the property at 182 Macquarie Street, Hobart Tasmania. The loan terms are now interest and a capital repayment of \$40,000 per annum in February of each year with a term of 5 years – first capital repayment was in February 2016.



# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 10 Employee Benefits

	2019	2018
	\$	\$
CURRENT		
Annual leave - officers	36,550	20,125
Annual leave- employees	280,226	193,755
Long service leave - officers	-	-
Long service leave - employees	52,265	49,116
Other employee provisions (ADOs) - officers	1,603	3,426
Other employee provisions (ADOs) - employees	36,576	20,618
Separation and redundancies - officers	-	-
Separation and redundancies - employees	-	-
	<u>407,220</u>	<u>287,040</u>
NON-CURRENT		
Long service leave - employee	135,138	84,471
Long service leave - officers	6,251	2,822
	<u>141,389</u>	<u>87,293</u>

### 11 Cash Flow Information

#### (a) Reconciliation of cash

		2019	2018
		\$	\$
Cash at the end of the financial year as shown in the statement of cash flow is reconciled to items in the statement of financial position as follows:			
Cash and cash equivalents	4	<u>557,352</u>	<u>474,806</u>
		<u>557,352</u>	<u>474,806</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 11 Cash Flow Information

#### (b) Reconciliation of Cash Flow from Operations

	2019	2018
	\$	\$
Net surplus/(deficit) for the year	(88,329)	207,626
Non-cash flows in surplus/(deficit)		
Depreciation and amortisation	180,640	174,206
- Net gain/(loss) on disposal of property and equipment	(4,544)	49
- Interest paid on loan	11,732	28,714
- Interest received on term deposits	(782)	(4,288)
Changes in assets and liabilities		
- (Increase)/decrease in trade and other receivables	(2,567)	8,302
- (Increase)/decrease in prepayments	(10,306)	(5,723)
- Increase/(decrease) in trade and other payables	40,077	4,195
- Increase/(decrease) in income in advance	4,545	9,091
- Increase/(decrease) in employee benefits	174,276	(6,556)
Cashflow from operations	<u>304,742</u>	<u>415,616</u>

#### (c) Cash Flows with Other Reporting Units

	2019	2018
	\$	\$
<b>Cash Inflows</b>		
Australian Nursing & Midwifery Federation (Federal Office)	<u>3,237</u>	<u>1,372</u>
<b>Cash Outflows</b>		
Australian Nursing & Midwifery Federation (Federal Office)	<u>219,137</u>	<u>204,702</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 12 Financial Risk Management

The Branch's financial instruments consist mainly of deposits with banks, accounts receivable and accounts payable and bank loans.

The totals for each category of financial instruments, measured in accordance with the accounting policies to these financial statements, are as follows:

	Note	2019 \$	2018 \$
<b>Financial Assets</b>			
Cash and cash equivalents	4	557,352	474,806
Term deposits		44,300	43,518
Trade and other receivables	5	74,586	72,019
<b>Total Financial Assets</b>		<b>676,238</b>	<b>590,343</b>
<b>Financial Liabilities</b>			
Trade and other payables	8	268,838	228,761
Borrowings	9	150,000	250,000
<b>Total Financial Liabilities</b>		<b>418,838</b>	<b>478,761</b>

#### Specific Financial Risk Exposures and Management

The main risks the reporting unit is exposed to through its financial instruments are credit risk, liquidity risk and market risk consisting of interest rate risk, foreign currency risk and commodity and equity price risk.

##### (a) Credit risk

The Australian Nursing and Midwifery Federation Tasmanian Branch does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the reporting unit.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 12 Financial Risk Management

#### (b) Liquidity risk

Australian Nursing and Midwifery Federation Tasmanian Branch manages liquidity risk by monitoring forecast cash flows and ensuring that adequate cash reserves are maintained.

The tables below reflect an undiscounted contractual maturity analysis for financial liabilities.

Financial liability maturity analysis - Non-derivative

	Within 1 Year		1 to 5 Years		Total	
	2019	2018	2019	2018	2019	2018
	\$	\$	\$	\$	\$	\$
<b>Financial liabilities due for payment</b>						
Trade and Other Payables	268,838	228,761	-	-	268,838	228,761
Borrowings	40,000	40,000	110,000	210,000	150,000	250,000
Total contractual outflows	<u>308,838</u>	<u>268,761</u>	<u>110,000</u>	<u>210,000</u>	<u>418,838</u>	<u>478,761</u>

The timing of expected outflows is not expected to be materially different from contracted cashflows.

#### (c) Interest rate risk

The Branch is not exposed to any significant interest rate risk.

#### (d) Foreign exchange risk

The Branch is not exposed to fluctuations in foreign currencies.

#### (e) Price Risk

The Branch is not exposed to any material commodity price risk.

#### *Sensitivity Analysis*

The Branch Committee has performed an assessment of its exposure to interest rate risk, liquidity risk and credit risk at balance date. Australian Nursing and Midwifery Federation Tasmanian Branch is not currently subject to any interest rate risk on its financial liabilities and has assessed that there is no exposure to liquidity risk required to meet its financial obligations. Australian Nursing and Midwifery Federation Tasmanian Branch's exposure to credit risk has been assessed as not material, due to the nature, collectability and recoverability of amounts owed.

As a result of the risk assessment performed, any positive or negative changes in the interest rate risk, liquidity risk or credit risk would not have a material effect on the financial statements. Hence quantitative disclosures are not required.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 13 Other Specific Disclosures - Funds

#### Compulsory levy/voluntary contribution fund

	2019	2018
	\$	\$
Compulsory levy/voluntary contribution fund	-	-
	-	-

#### Other fund(s) required by rules

	2019	2018
	\$	\$
<b>Balance as at start of year</b>	-	-
Transferred to reserve	-	-
Transferred out of reserve	-	-
<b>Balance as at year end</b>	-	-

There have been no fund or account operated in respect of compulsory levies or voluntary contributions.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 14 Related Party Transactions

<b>Name</b>	<b>Membership Subscriptions</b>	<b>Outstanding as at 30 June 2019</b>
	<b>\$</b>	<b>\$</b>
Andrew Ostler	799	-
Anne Sands	587	-
Astrif Tiefholz	801	-
Carole Scaife	799	-
Deanna Butler	832	-
Emily Shepherd	799	-
Grace Patten	799	-
Helen Evans	799	-
James Lloyd	799	-
Katherine Loader	799	-
Kylie Atwell	479	-
Kylie Stubbs	799	-
Mathew Hunnibell	799	-
Monica Werner	1,587	-
Peter Fraser	479	-
Roseanne O'Keeffe	799	-
Sarah Hill	799	-
Tristian Streefland	799	-
	<hr/>	
	14,353	-
	<hr/>	

There have been no related party transactions for the financial year outside those disclosed in notes 3,5,8, and 15. Where transactions between related parties do occur these are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. There is no doubtful debt provision raised against related parties.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 15 Key Management Personnel Compensation

The totals of remuneration paid to key management personnel of Branch during the year are as follows:

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Short term employee benefits	192,555	272,684
Long-term benefits	27,954	3,740
Post-employment benefits	-	-
Termination benefits	-	-
Share-based payments	-	-
	<u>220,509</u>	<u>276,424</u>

#### (a) Compensation Practices

The Committee's policy for determining the nature and amount of compensation of key management for Australian Nursing and Midwifery Federation Tasmanian Branch is as follows:

The compensation structure for key management personnel is based on a number of factors, including length of service, particular experience of the individual concerned, and overall performance of the Branch. The contracts for service between the Branch and key management personnel are on a continuing basis, the terms of which are not expected to change in the immediate future. Upon retirement key management personnel are paid employee benefit entitlements accrued to date of retirement.

### 16 Auditors' Remuneration

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Remuneration of the auditor Crowe Tasmania for:		
- auditing or reviewing the financial statements	12,475	12,050
- other services	350	350
	<u>12,825</u>	<u>12,400</u>

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

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

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

Information to be provided to members or Commissioner:

- (1) A member of a reporting unit, or the Commissioner of Fair Work Commission, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

### 18 Interests in Subsidiaries

	Principal place of business / Country of Incorporation	Percentage Owned (%)* 2019	Percentage Owned (%)* 2018
<b>Subsidiaries:</b>			
Nurses Club Limited	Tasmania, Australia.	100	100

\*The percentage of ownership interest held is equivalent to the percentage voting rights for all subsidiaries.

#### Subsidiaries with material non-controlling interests

The amounts disclosed below are prior to any inter-company eliminations.

	2019 \$	2018 \$
<b>Nurses Club Limited</b>		
<b>Summarised consolidated statement of financial position</b>		
Current assets	78,841	69,405
Non-current assets	490,862	464,515
Current liabilities	47,068	41,070
Non-current liabilities	150,000	210,000
<b>Net assets</b>	<b>372,635</b>	<b>282,850</b>
<b>Summarised statement of profit or loss and other comprehensive income</b>		
Revenue	185,021	116,532
Profit / (loss)	92,785	16,827
Total comprehensive income	<b>92,785</b>	<b>16,827</b>



# Australian Nursing and Midwifery Federation Tasmanian Branch

## Notes to the Financial Statements

For the Year Ended 30 June 2019

### 19 Fair Value Measurement

There are no financial instruments at fair value.

### 20 Events After the End of the Reporting Period

There are no events after the statement of financial position date to be disclosed.

### 21 Capital and Leasing Commitments

There are no capital or leasing commitments as at 30 June 2019.

	2019	2018
	\$	\$
<b>Payable - minimum lease payments:</b>		
- no later than 1 year	36,136	34,467
between 1 and 5 years	16,232	50,699
- More than 5 years	-	-
<b>Minimum lease payments</b>	<u>52,368</u>	<u>85,166</u>

Operating leases have been taken out for a photocopier which ends in 2023, Devonport property ending September 2019 and Launceston property ending July 2020.

### 22 Contingent Liabilities and Contingent Assets

There are no contingent liabilities or contingent assets as at reporting date to be disclosed.

### 23 Operating Segments

Branch operates predominately in one business and geographical segment being the provision of services to nurses throughout Tasmania.

### 24 Branch Details

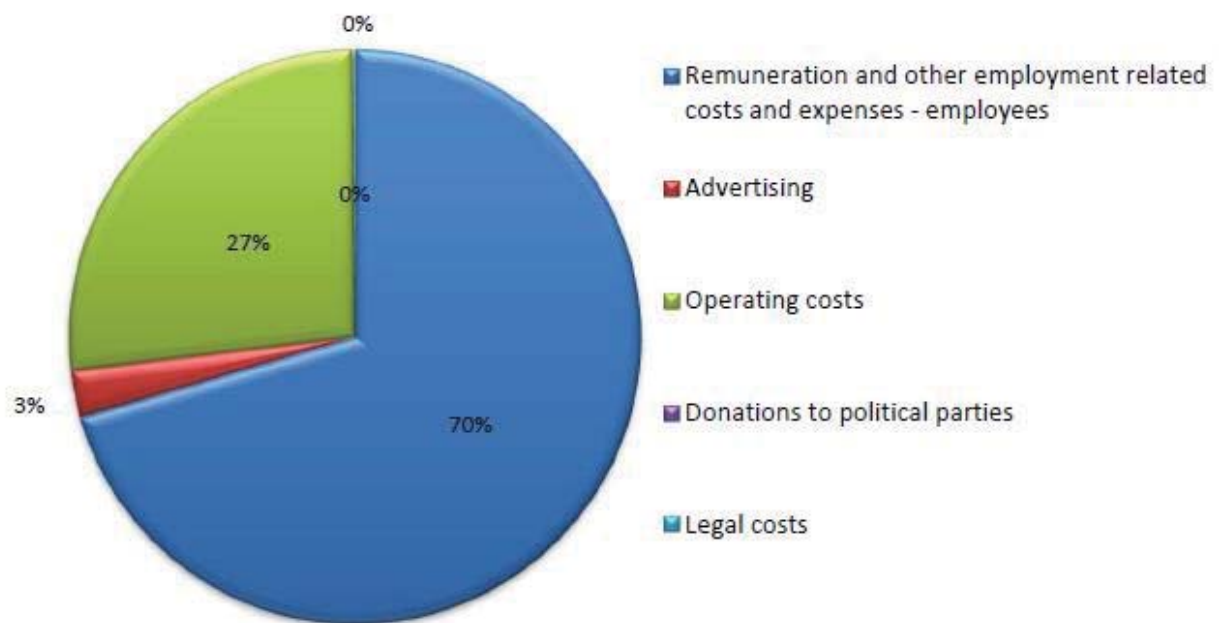
The registered office of the Branch is:  
Australian Nursing and Midwifery Federation Tasmanian Branch  
182 Macquarie Street  
Hobart Tasmania 7000

# Australian Nursing and Midwifery Federation Tasmanian Branch

Subsection 255 (2A) Report  
For the year ended 30 June 2019

The Branch Committee presents the Subsection 255(2A) report on the Reporting Unit for the year ended 30 June 2019.

## 2019-Expenditure as required under s. 255(2A) RO Act

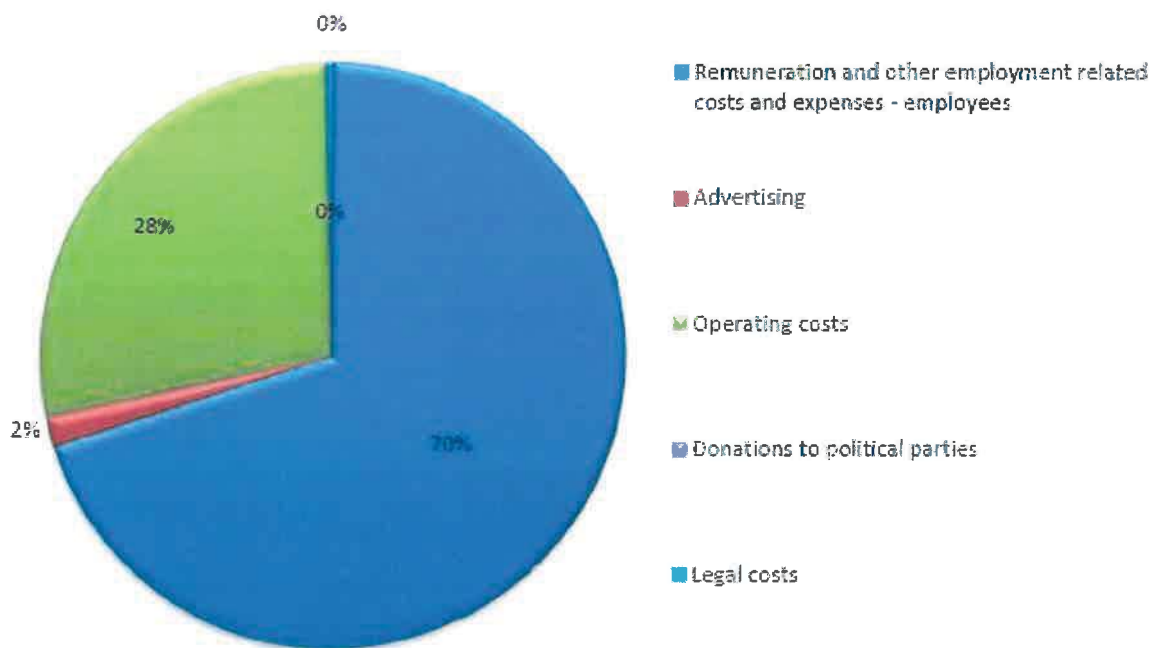


# Australian Nursing and Midwifery Federation Tasmanian Branch

Subsection 255 (2A) Report  
For the year ended 30 June 2019

(continued)

## 2018-Expenditure as required under s. 255(2A) RO Act



Signature of designated officer: *Emily Shepherd*

Name and title of designated officer: *Emily Shepherd Branch Secretary*

Dated this *4<sup>th</sup>* day of *October* 2019.

## Australian Nursing and Midwifery Federation Tasmanian Branch

### Auditors Independence Declaration

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the Accounting Professional Ethical Pronouncements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

  
Crowe Tasmania  
Alison Flakemore  
Senior Partner

Dated this 15<sup>th</sup> day of October 2019.

Hobart, Tasmania.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Independent Audit Report to the members of Australian Nursing and Midwifery Federation Tasmanian Branch

### Opinion

We have audited the financial report of Australian Nursing and Midwifery Federation Tasmanian Branch, which comprises the consolidated statement of financial position as at 30 June 2019, the consolidated statement of comprehensive income, the consolidated statement of changes in equity and the consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, the statement by the members of the Branch Committee, and the Subsection 225 2(A) report.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Branch Committee as at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with:

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

### Basis for Opinion

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

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

### Emphasis of Matter – Going Concern

We have assessed that management's use of the going concern basis of accounting in the preparation of the Branch Committee's financial report appears appropriate.

### Other Information

The Branch Committee are responsible for the other information. The other information comprises the Operating Report the year ended 30 June 2019, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Independent Audit Report to the members of Australian Nursing and Midwifery Federation Tasmanian Branch

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

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

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

The Branch Committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*. This responsibility includes; designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Branch Committee's financial reporting process.

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

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

# Australian Nursing and Midwifery Federation Tasmanian Branch

## Independent Audit Report to the members of Australian Nursing and Midwifery Federation Tasmanian Branch

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

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

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is the Crowe Australasia external audit division. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

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## Australian Nursing and Midwifery Federation Tasmanian Branch

### Independent Audit Report to the members of Australian Nursing and Midwifery Federation Tasmanian Branch

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

  
Crowe Tasmania

Alison Flakemore  
Senior Partner

#### Qualifications

Fair Work (Registered Organisations) Act 2009 – Registered Auditor No AA2017/135  
Bachelor of Commerce with Honours  
Registered Company Auditor No. 241220  
Institute of Chartered Accountants Australia No. 96387  
Hold a current Practise Certificate

Dated this 8<sup>th</sup> day of October 2019.

Hobart, Tasmania.

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is the Crowe Australasia external audit division. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

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2 July 2019

Emily Shepherd  
Secretary  
Australian Nursing and Midwifery Federation-Tasmanian Branch  
Sent via email: [enquiries@anmftas.org.au](mailto:enquiries@anmftas.org.au)

Dear Emily Shepherd,

**Re: Lodgement of Financial Report - FR2019/203  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

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

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

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

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

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

### **Financial report**

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

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

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

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

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

### **Auditor's report**

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

## **REMINDER**

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

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

### **Contact**

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

Yours faithfully,

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



## Fact sheet

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

#### General Information:

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

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



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



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

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

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



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



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

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

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



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



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

## Misconceptions

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

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

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



## Fact sheet

### Loans, Grants & Donations

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

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

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

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

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

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

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

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

## Common misconceptions

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

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

## Grants & Donations within the Financial Report

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

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

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

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

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

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

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

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

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

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

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

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

### **Further information**

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