



Australian Government
Australian Industrial Registry

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

Our Ref: 145V: FR2003/518

Mark Olson
Branch Secretary
Australian Nursing Federation
Western Australian Branch
PO Box 8240
PERTH BUSINESS CENTRE WA 6849

Dear Mr Olson,

**Re: Australian Nursing Federation - Western Australian Branch
Financial returns for years ending 30 June 2003
(FR2003/518)**

Receipt is acknowledged of the financial documents for the financial year ending 30 June 2003. The documents were lodged in the Registry on 1 June 2004.

The documents have been filed.

New Legislation

As you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes.

It is strongly recommend that the organisation acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone
RIA Team 4
Statutory Services Branch
24 August 2004

Australian Nursing Federation (WA Branch)



28 May 2004

rec'd 1/6/04
R
Your Ref: FR2003/518

Mr Robert Pfeiffer
Australian Industrial Registry
Level 36, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir,

OUTSTANDING FINANCIAL DOCUMENTS, YEAR ENDING JUNE 2003

Please find attached copies of the accounts and Auditor's Report which we now lodge for the year ending 30 June 2003.

The accounts and accounting officer's certificate were presented to an Executive meeting of the ANF WA Branch on 30 January 2004.

On 3rd March 2004, two members of ANF WA Branch Council signed the committee of management certificate, and the accounts and both certificates were provided to the ANF WA Branch auditor, who prepared and signed his audit report on 3 March 2004.

A summary of the audited financial reports and auditor's report were presented to members in our journal "The Western Nurse" in the April 2004 edition as an insert.

Following provision of the documents to members in "The Western Nurse", the complete documents were presented to a meeting of ANF WA Branch Executive on Friday 28 May 2004. I hereby certify that the documents presented to Executive on Friday 28 May 2004 are the attached documents lodged with the Registry today.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Mark Olson".

Mark Olson
ANF WA Branch Secretary

Australian Nursing Federation

260 Pier St Perth WA 6000

PO Box 8240, Perth Business Centre WA 6849

Tel (08) 9218 9444 Fax (08) 9218 9455 Toll Free 1800 199 145 (Country members only)

email: anf@anfwa.asn.au

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH

and

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)

FINANCIAL REPORTS
FOR THE YEAR ENDED 30 JUNE, 2003

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)

FINANCIAL REPORTS
FOR THE YEAR ENDED 30 JUNE, 2003

INDEX

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH

	Page
Independent Audit Report to the Members	1
Statement of Income and Expenditure	3
Balance Sheet	4
Statement of Cash Flows	5
Notes Forming Part of the Accounts	6
Certificate by Accounting Officer	19
Certificate by Council	20

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)

Independent Audit Report to the Members	21
Statement of Income and Expenditure	22
Balance Sheet	23
Notes Forming Part of the Accounts	24
Certificate by Accounting Officer	26
Certificate by Council	27

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
INDEPENDENT AUDIT REPORT TO MEMBERS

SCOPE

We have audited the financial report on pages 3 to 18, being the Statement of Income and Expenditure, Balance Sheet, Statement of Cash Flows and Notes forming part of the accounts of the Australian Nursing Federation Industrial Union of Workers, Perth ("the Union") for the year ended 30 June, 2003. The Union's Council 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 of the Union.

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 Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the Union's financial position, the results of its operations and its cash flows.

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

AUDIT OPINION

In our opinion,

- (a) Satisfactory accounting records have been kept by the Union, so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the Union (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the Union.
- (b) The accounts and statements required to be prepared under Section 65 of the Industrial Relations Act, 1979 have been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Union as at 30th June, 2003;
 - (ii) the income and expenditure and any surplus or deficit of the Union for the year then ended; and
 - (iii) the statement of sources and applications of funds for the year then ended.
- (c) The financial affairs of the Union have been conducted in accordance with the rules of the Union;
- (d) We have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit;

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
INDEPENDENT AUDIT REPORT TO MEMBERS
(Continued)

- (e) The accounts have been prepared in accordance with applicable Australian Accounting Standards and other mandatory reporting requirements; and
- (f) No finance official has, to the best of our knowledge and belief, contravened or failed to comply with Section 74 of the Industrial Relations Act, 1979.

Dated this 3rd day of March 2003/4

Maxim Audit

Maxim Audit
Chartered Accountants

M A Lester

M A Lester
Registered Company Auditor

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE, 2003

	<u>Note</u>	2003 \$	2002 \$
Revenues from ordinary activities	(2)	2,231,883	2,182,210
Employee expenses	(3)	(1,130,452)	(978,496)
Depreciation expense		(83,095)	(75,823)
Borrowing costs expense	(4)	(53,928)	(55,406)
Other expenses from ordinary activities	(5)	<u>(950,158)</u>	<u>(919,894)</u>
Net surplus from ordinary operating activities		14,250	152,591
Income tax expense relating to ordinary activities	(1)	_____ -	_____ -
Total changes in equity of the union	(17)	\$ <u>14,250</u>	\$ <u>152,591</u>

The attached notes accompany and form part of these Accounts and should be read in conjunction therewith.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
BALANCE SHEET AS AT 30 JUNE, 2003

	Note	2003 \$	2002 \$
Current assets			
Cash assets	(6)	889,807	711,823
Receivables	(7)	1,830	2,891
Inventories	(8)	18,308	17,300
Other	(9)	<u>44,859</u>	<u>54,484</u>
Total current assets		<u>954,804</u>	<u>786,498</u>
Non-current assets			
Property, plant and equipment	(10)	1,283,964	1,339,681
Other	(11)	<u>6,614</u>	<u>7,245</u>
Total non-current assets		<u>1,290,578</u>	<u>1,346,926</u>
Total assets		<u>2,245,382</u>	<u>2,133,424</u>
Current liabilities			
Payables	(13)	283,362	161,237
Interest bearing liabilities	(14)	50,521	42,075
Tax liabilities	(15)	-	896
Provisions	(16)	<u>151,334</u>	<u>138,481</u>
Total current liabilities		<u>485,217</u>	<u>342,689</u>
Non-current liabilities			
Interest bearing liabilities	(14)	635,391	690,852
Provisions	(16)	<u>9,397</u>	<u>5,573</u>
Total non-current liabilities		<u>644,788</u>	<u>696,425</u>
Total liabilities		<u>1,130,005</u>	<u>1,039,114</u>
Net assets		<u>\$ 1,115,377</u>	<u>\$ 1,094,310</u>
Equity			
Retained surplus	(17)	975,680	961,430
Special purpose funds	(12)	<u>139,697</u>	<u>132,880</u>
Total equity		<u>\$ 1,115,377</u>	<u>\$ 1,094,310</u>
Commitments and Contingent liabilities	(18) (19) (20)		

The attached notes accompany and form part of these Accounts and should be read in conjunction therewith.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE, 2003

	<u>Note</u>	2003 \$	2002 \$
		Inflows	(Outflows)
Cash flows from operating activities			
Members subscriptions/journal sales		2,497,902	2,309,614
Interest		13,531	15,705
Rent		319	21,483
Membership services		31,070	31,422
Other income		60,795	29,776
Affiliation fees		(23,120)	(18,823)
Payments to employees & suppliers		(2,179,405)	(1,980,256)
Interest expenses		(53,928)	(55,406)
Capitation fees		(102,706)	(94,970)
Journal levies		-	(34,210)
Borrowing Costs		-	(390)
Net cash flows from operating activities inclusive of GST	(23)	<u>244,458</u>	<u>223,945</u>
Cash flows from investing activities			
Payment for investments		(9,790)	(8,582)
Payments for property plant & equipment	(10)	<u>(36,670)</u>	<u>(142,767)</u>
Net cash flows from investing activities		<u>(46,460)</u>	<u>(151,349)</u>
Cash flows from financing activities			
(Repayment) /Increase in borrowings		(47,014)	18,935
Increase in Branch loan		<u>8,642</u>	<u>20,516</u>
Net cash flows from financing activities		<u>(38,372)</u>	<u>39,451</u>
Net increase in cash held		159,626	112,047
Cash at the beginning of the financial year		<u>270,186</u>	<u>158,139</u>
Cash at the end of the financial year	(22)	<u>\$ 429,812</u>	<u>\$ 270,186</u>

The attached notes accompany and form part of these Accounts and should be read in conjunction therewith.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE, 2003

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 Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Industrial Relations Act 1979.

The financial report covers the Australian Nursing Federation Industrial Union of Workers, Perth as an individual entity. Australian Nursing Federation Industrial Union of Workers, Perth is a union incorporated under the Industrial Relations Act 1979.

The following is a summary of the material accounting policies adopted by the Federation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Basis of accounting

Other than for members' subscriptions, which are accounted for on a cash basis, all other items are accounted for on an accruals basis. The financial report 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.

(b) Income tax

Income of the Federation is exempt from income tax by virtue of Division 50 Section 50-15 of the Income Tax Assessment Act, 1997.

(c) Property, plant and equipment

Each class of property, plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

Plant and equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Federation to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets except for motor vehicles are depreciated on a straight-line basis over the estimated useful lives of the assets to the Federation commencing from the time the asset is held ready for use. Motor vehicles are depreciated on a diminishing value over the estimated useful lives of the assets.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

1. Statement of significant accounting policies - continued

Depreciation - continued

The depreciation rates used for each class of depreciable asset are:

<u>Class of fixed asset</u>	<u>Depreciation rate</u>	<u>Depreciation methods</u>
Buildings	5%	Prime Cost
Building fitout	12%	Prime Cost
Computer equipment	20% - 40%	Prime Cost
Furniture & equipment	15% - 33.33%	Prime Cost
Motor vehicles	22.5%	Diminishing Value

(d) Employee entitlements

Provision is made for the Federation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year, have been measured at their nominal amount.

Contributions are made by the Federation to nominated employee superannuation funds and are charged as expenses are incurred.

(e) Inventories

Inventories consist of items held for sale to members, water bottles, lanyards, hats, key rings and ANF badges. Inventory items held for sale are valued at the lower of cost and net realisable value. Other inventory items are valued at cost. Costs are assigned on a specific identification basis. In prior years, inventory has included bulk stationery. In the current year these items have been expensed. The effect on the income and expenditure statement is an additional expense of \$16,994.

(f) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(g) Cash

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

(h) Revenue

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

Members' subscription revenue is recognised when the Federation receives the cash. At 30 June 2003 the Union processed the subscriptions relating to quarterly credit card subscriptions for the first quarter of the 2003/04 year and monthly direct debit subscriptions for July 2003 on that date instead of the normal due date

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

(h) Revenue (continued)

of 1 July 2003. These subscriptions have been classified as subscriptions in advance in the balance sheet (refer note 13) and will be included in income in the year ended 30 June 2004 the year in which they should normally be received.

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

2. Revenues from ordinary activities	2003	2002
	\$	\$
Members' subscriptions and journal sales	2,132,834	2,099,649
Interest income	15,283	14,822
Rent	290	19,530
Advertising	2,644	9,815
Commission received	12,730	12,528
Membership services - Kalbarri Unit	15,320	17,172
Membership services - Donnelly River	12,115	7,868
Other income	<u>40,667</u>	<u>826</u>
Total revenues from ordinary activities	<u>\$ 2,231,883</u>	<u>\$ 2,182,210</u>
3. Employee expenses		
Payroll tax	21,574	11,573
Salaries – holders of office	87,858	79,186
Salaries – employees	930,494	815,498
Superannuation	90,494	72,087
Fringe Benefit Tax	<u>32</u>	<u>152</u>
Total employee expenses	<u>\$ 1,130,452</u>	<u>\$ 978,496</u>
4. Borrowings costs expense		
Interest expense	<u>\$ 53,928</u>	<u>\$ 55,406</u>
5. Other expenses from ordinary activities		
Accountancy fees	-	9,168
Audit fees	9,291	7,636
Bank charges and taxes	27,967	27,353
Branch newsletter	107,741	113,400
Campaign expenses	23,569	56,894
Commissions paid	1,292	1,613
Computer maintenance	818	14,209
Donations	5,064	955
Insurance	36,774	38,882
Job representation development	33,892	3,102
Journey cover & legal costs insurance	244,130	236,376
Legal, professional and consultancy fees	2,339	4,912
Leasing	28,441	21,129
Library, publications and subscriptions	31,511	18,052
Expenditure - balance carried forward	<u>552,829</u>	<u>553,681</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

5. Other expenses from ordinary activities - continued

	2003	2002
	\$	\$
Expenditure-balance brought forward	552,829	553,681
Meetings and ballot expenses	3,615	2,726
Membership drive	33,151	11,297
Membership services - Donnelly River	9,166	8,825
Membership services - Kalbarri Unit	13,780	13,778
Motor vehicle expenses	5,252	3,535
Payments to ANF WA Branch -		
Capitation fees	93,369	86,336
Journal levy	-	31,100
Postage and courier	15,033	13,062
Rent, rates and electricity	32,196	28,139
Repairs and maintenance	22,593	18,117
Robert Lobout Memorial Fund	460	-
Scholarship and educational grants	8,287	8,280
Staff development	4,203	2,279
Staff recruitment	-	508
Stationery and printing	44,206	43,577
Sundries	10,443	8,720
TLC affiliation	21,018	17,112
Telephone	41,634	40,821
Travelling - local, country and interstate	<u>38,923</u>	<u>28,001</u>
Total other expenses from ordinary activities	<u>\$ 950,158</u>	<u>\$ 919,894</u>

6. Cash assets

Cash on hand	800	700
Cash at bank	429,012	269,486
Cash on deposit – special purpose funds	139,697	132,881
Cash on deposit – general purpose funds	<u>320,298</u>	<u>308,756</u>
Total cash assets	<u>\$ 889,807</u>	<u>\$ 711,823</u>

7. Receivables

Sundry debtors	1,171	2,891
GST refundable	<u>659</u>	<u>-</u>
Total receivables	<u>\$ 1,830</u>	<u>\$ 2,891</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

8. Inventories

	2003	2002
	\$	\$
Goods held for sale	1,436	798
Other items	16,872	4,791
Consumable items	<u>-</u>	<u>11,711</u>
Total inventories	<u>\$ 18,308</u>	<u>\$ 17,300</u>

9. Other

Prepayments	<u>\$ 44,859</u>	<u>\$ 54,484</u>
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10. Property, plant and equipment

Land – at cost	<u>767,080</u>	<u>767,080</u>
Building and improvements – at cost	512,946	508,485
Less accumulated depreciation	<u>123,904</u>	<u>85,620</u>
	<u>389,042</u>	<u>422,865</u>
Computer equipment - at cost	96,511	83,989
Less accumulated depreciation	<u>50,236</u>	<u>27,367</u>
	<u>46,275</u>	<u>56,622</u>
Office furniture and equipment - at cost	106,113	94,166
Less accumulated depreciation	<u>63,389</u>	<u>51,172</u>
	<u>42,724</u>	<u>42,994</u>
Motor vehicles – at cost	59,501	59,501
Less accumulated depreciation	<u>20,658</u>	<u>9,381</u>
	<u>38,843</u>	<u>50,120</u>
Total property, plant and equipment	<u>\$ 1,283,964</u>	<u>\$ 1,339,681</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

10. Property, plant and equipment - continued

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

	Land	Buildings & Improvements	Computer equipment	Office furniture & equipment	Motor vehicles	Totals
Balance at the beginning of the year	767,080	422,865	56,622	42,994	50,120	1,339,681
Additions	-	4,461	16,913	15,296	-	36,670
Disposals	-	-	(1,832)	(311)	-	(2,143)
Depreciation attributable to the Branch	-	(3,033)	(2,014)	(1,209)	(893)	(7,149)
Depreciation expense	-	(35,251)	(23,414)	(14,046)	(10,384)	(83,095)
Carrying amount at the end of the year	<u>767,080</u>	<u>389,042</u>	<u>46,275</u>	<u>42,724</u>	<u>38,843</u>	<u>1,283,964</u>

11. Other

	2003	2002
	\$	\$
Prepayments	<u>\$ 6,614</u>	<u>\$ 7,245</u>

Comprises borrowing costs that are amortised over the 5 year and 15 year term of the loans from Police and Nurses Credit Society.

12. Special purpose funds

Scholarships and grants

Income

Interest	6,102	5,318
Scholarship grants	<u>9,500</u>	<u>9,000</u>
	<u>15,602</u>	<u>14,318</u>

Expenditure

Scholarship grants etc	<u>5,713</u>	<u>6,492</u>
Excess of income over expenditure	9,889	7,826

Funds balance at the beginning of the year	<u>125,122</u>	<u>117,296</u>
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Funds balance at the end of the year	<u>\$ 135,011</u>	<u>\$ 125,122</u>
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Special purpose funds are established by way of grants from parties who set down strict instructions as to the manner in which these funds may be utilised. It is necessary to disclose that these instructions have been

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

12. Special purpose funds (continued)

adhered to and for this reason members of Council have resolved that it is not appropriate to include any income earned on these special purpose funds with the ordinary income of the organisation.

ANF Nurses Fighting Fund

Fund balance at the beginning of the year	7,758	7,758
Less ANF Nurses fighting grants	<u>3,072</u>	<u>-</u>
Fund balance at the end of the year	<u>\$ 4,686</u>	<u>\$ 7,758</u>

This fund has been set-up from donations received to help fund future major campaigns.

Summary of Special Purpose Funds

Investments	<u>139,697</u>	<u>132,880</u>
Net assets	<u>\$ 139,697</u>	<u>\$ 132,880</u>
Scholarships and grants	135,011	125,122
ANF nurses fighting fund	<u>4,686</u>	<u>7,758</u>
	<u>\$ 139,697</u>	<u>\$ 132,880</u>

13. Payables

Sundry payables and accruals	57,672	60,069
Australian Nursing Federation (WA Branch)	20,010	18,517
Creditors – Legal Assistance Fund	58,218	73,628
Subscriptions in advance	137,986	-
Deposits – membership services	<u>9,476</u>	<u>9,023</u>
	<u>\$ 283,362</u>	<u>\$ 161,237</u>

Legal assistance fund

The Legal Assistance Scheme provides legal assistance to members. It was set-up, and is administered by the ANF. Funding comes from a portion of members' subscriptions, which is allocated to the scheme under the guidelines as adopted by Council.

A provision of \$58,218 (2002 \$73,628) has been made in the accounts for only known claims, with no provision for possible claims, which had not been brought to the union's attention as at 30 June, 2003.

Amounts to be paid out on claims are subject to the absolute discretion of Council and in which case amounts will not be approved that exceed in total the notional value of the fund.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

14. Interest bearing liabilities

	2003	2002
	\$	\$
Current liability portion of loans	50,521	42,075
Non-current liability portion of loans	<u>635,391</u>	<u>690,852</u>
	<u>\$ 685,912</u>	<u>\$ 732,927</u>

The loans of \$638,924 are secured over the land and buildings of the Union, which are situated at 260 Pier Street, Perth and the loans of \$46,988 are secured over motor vehicles of the Union.

15. Tax liabilities

Net GST payable	\$ _____ -	\$ <u>896</u>
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16. ProvisionsEmployee entitlementsCurrent

Annual leave	114,571	96,431
Long service leave	<u>36,763</u>	<u>42,050</u>
	<u>\$ 151,334</u>	<u>\$ 138,481</u>

Non-current

Long service leave	<u>\$ 9,397</u>	<u>\$ 5,573</u>
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17. Retained surplus

Retained surplus at the beginning of the financial year	961,430	808,839
Net surplus attributable to the Federation	<u>14,250</u>	<u>152,591</u>
Retained surplus at the end of the financial year	<u>\$ 975,680</u>	<u>\$ 961,430</u>

18. Commitments

Total commitments at balance date, which have not been provided for in the accounts, are as follows:

Operating lease - equipment:

Payable no later than one year	26,129	30,894
Payable later than one year, not later than two years	17,632	24,409
Payable later than two years, not later than five years	<u>25,959</u>	<u>43,591</u>
	<u>\$ 69,720</u>	<u>\$ 98,894</u>

19. Capital expenditure commitments

Aggregate capital expenditure contracted for at balance date but not provided for in the accounts:

Payable no later than one year	\$ <u>Nil</u>	\$ <u>Nil</u>
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AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

20. Contingent liabilities

Members' subscriptions in advance:

Other than subscriptions in advance of \$137,986 (refer Note 13), no provision has been made in the accounts for members' subscriptions received in advance. This amount would only be repayable in the circumstance where the Union was wound up, however in the normal course of events members do resign and are refunded any advance subscriptions paid.

Financial support to Branch

The Union has agreed by a resolution of Council to provide financial support to the Branch so that it may meet its debts as and when they fall due.

Direct debit facility

The Union has a contingent liability to the bank in respect of direct debit made by members to the Union's bank account that may subsequently be dishonoured. The facility limit is up to \$90,000 and is secured by the term deposit of \$100,000 in Commonwealth Bank of Australia.

21. Members' entitlements

A member is entitled to additional information of a prescribed kind as set out by the Industrial Relations Act 1979.

Information to be provided to members or the Registrar:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation;
- (2) An organisation shall, on application made under the Act 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; and
- (3) A Registrar may only make an application under the Act 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.

22. Reconciliation of cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks, less bank overdraft. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet (see also note 6) as follows:

	2003	2002
	\$	\$
Cash on hand	800	700
Cash at bank	<u>429,012</u>	<u>269,486</u>
Total cash	<u>\$ 429,812</u>	<u>\$ 270,186</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

23. Reconciliation of net cash provided by operating activities to excess of income over expenditure

	2003	2002
	\$	\$
Operating surplus for the year	14,250	152,591
Assets written off	2,143	3,985
Depreciation	83,095	75,823
Change in assets and liabilities:		
Increase(decrease) in sundry payables	(17,807)	12,381
Increase(decrease) in GST payable	(896)	(28,217)
(Increase)decrease in prepayments	9,625	(33,643)
(Increase)decrease in borrowing costs	631	219
Increase(decrease) in employee entitlements	16,677	34,004
(Increase)decrease in inventory	(1,008)	(3,969)
(Increase)decrease in interest receivable	(1,752)	883
(Increase)decrease in receivables	1,061	5,927
Increase(decrease) in income in advance	<u>138,439</u>	<u>3,961</u>
Cash flows from operating activities	<u>\$ 244,458</u>	<u>\$ 223,945</u>

24. Payment for property, plant and equipment

The motor vehicles purchased last financial year were secured by loans totalling \$66,968 from the Police & Nurses Credit Society. These amounts were paid direct to the vendor and therefore did not form part of the cash flow for the previous financial year.

Similarly the proceeds of the borrowings for the previous financial year are not shown as inflows as they were paid directly to the vendor.

There were no such transactions entered into in the current financial year.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

25. Statement of sources and applications of funds

	2003 \$	2002 \$
<u>Sources of funds</u>		
<u>Funds from operations (Note A below)</u>		
Inflow of funds from operations		
Subscriptions	2,132,834	2,099,649
Interest	15,283	14,822
Other	<u>83,766</u>	<u>67,739</u>
	2,231,883	2,182,210
Outflow of funds from operations	<u>2,115,087</u>	<u>1,915,588</u>
Net inflow (outflow) of funds from operations	<u>116,796</u>	<u>266,622</u>
<u>Reduction in assets</u>		
Current assets		
Prepayments	9,625	-
ANF (WA Branch)	8,642	20,516
Accounts receivable	<u>1,061</u>	<u>5,927</u>
	<u>19,328</u>	<u>26,443</u>
<u>Increase in liabilities</u>		
Current liabilities		
Loans – secured	8,447	13,532
Other creditors and accruals	<u>119,736</u>	<u>-</u>
	<u>128,183</u>	<u>13,532</u>
Non-current liabilities		
Loans – secured	-	5,403
	<u>\$ 264,307</u>	<u>\$ 312,000</u>
<u>Applications of funds</u>		
<u>Increase in assets</u>		
Current assets		
Cash at bank	159,626	112,047
Investments	11,542	7,699
Prepayments	-	33,643
Inventories	<u>1,008</u>	<u>3,969</u>
	<u>172,176</u>	<u>157,358</u>
Non-current assets		
Plant and equipment	<u>36,670</u>	<u>142,767</u>
	<u>36,670</u>	<u>142,767</u>
<u>Decrease in liabilities</u>		
Non-current liabilities		
Loans – secured	55,461	-
Other creditors and accruals	<u>-</u>	<u>11,875</u>
	<u>55,461</u>	<u>11,875</u>
	<u>\$ 264,307</u>	<u>\$ 312,000</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

25. Statement of sources and applications of funds (continued)

Note A.

	2003	2002
	\$	\$
Reconciliation of operating result with funds from operations for the year is as follows:		
Operating surplus (deficit)	14,250	152,591
Add/(deduct):		
Depreciation	83,095	75,823
Borrowing costs	631	219
(Profit)/loss on disposal non-current assets	2,143	3,985
Net movement in provisions	<u>16,677</u>	<u>34,004</u>
	<u>\$ 116,796</u>	<u>\$ 266,622</u>

26. Financial instruments

(a) Interest rate risk

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

2003

	Weighted average effective interest rate \$	Floating interest rate \$	Fixed interest rate maturing within 1 year \$	Fixed interest rate maturing 1 to 5 years	Fixed interest rate maturing over 5 years \$	Total \$
<u>Financial assets</u>						
Cash	0.00%	800	-	-	-	800
Cash at bank	0.57%	429,012	-	-	-	429,012
Funds on deposit	4.83%	-	320,298	-	-	320,298
Special purpose funds on deposit	4.78%	<u>17,761</u>	<u>121,936</u>	-	-	<u>139,697</u>
<u>Total financial assets</u>		<u>447,573</u>	<u>442,234</u>	-	-	<u>889,807</u>
<u>Financial liabilities</u>						
Credit union loan	7.77%	315,576	-	-	-	315,576
Credit union loan	8.75%	-	<u>29,893</u>	<u>117,834</u>	<u>222,609</u>	<u>370,336</u>
<u>Total financial liabilities</u>		<u>315,576</u>	<u>29,893</u>	<u>117,834</u>	<u>222,609</u>	<u>685,912</u>

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

26. Financial instruments (continued)

2002

	Weighted average effective interest rate \$	Floating interest rate \$	Fixed interest rate maturing within 1 year \$	Fixed interest rate maturing 1 to 5 years \$	Fixed interest rate maturing over 5 years \$	Total \$
<u>Financial assets</u>						
Cash	0.0%	700	-	-	-	700
Cash at bank	0.55%	269,486	-	-	-	269,486
Funds on deposit	4.70%	-	308,756	-	-	308,756
Special purpose funds on deposit	4.72%	<u>6,399</u>	<u>126,482</u>	<u>-</u>	<u>-</u>	<u>132,881</u>
<u>Total financial assets</u>		<u>276,585</u>	<u>435,238</u>	<u>-</u>	<u>-</u>	<u>711,823</u>
<u>Financial liabilities</u>						
Credit union loan	7.26%	335,164	-	-	-	335,164
Credit union loan	8.75%	<u>-</u>	<u>27,246</u>	<u>124,065</u>	<u>246,452</u>	<u>397,763</u>
<u>Total financial liabilities</u>		<u>335,164</u>	<u>27,246</u>	<u>124,065</u>	<u>246,452</u>	<u>732,927</u>

(b) Credit risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, as disclosed in the balance sheet and notes forming part of the accounts.

The Federation does have a material credit risk exposure to a single debtor or group of debtors in that it has cumulative interest bearing deposits of \$292,395 (2002 \$274,037) with the Police & Nurses Credit Society Ltd and \$167,600 (2002 \$167,600) with BankWest.

(c) Net fair values

The Federation does not have any investment in listed investments. For other assets and other liabilities the net fair value approximates their carrying value. There has been no write down of financial asset values as all funds on deposit are expected to realise their carrying amounts.

The aggregate carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes forming part of the accounts.

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
FINANCIAL REPORT

AS AT 30 JUNE, 2003

Certificate by accounting officer

I, Mark Anthony Olson, being the officer responsible for keeping the accounting records of the Australian Nursing Federation Industrial Union of Workers, Perth, certify that as at 30 June, 2003 the number of members of the Federation was 7,409.

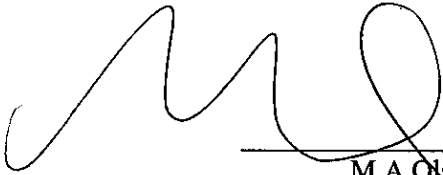
In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June 2003;
- (ii) a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Federation;
- (iii) before any expenditure was incurred by the Federation, approval for the incurring of the expenditure was obtained in accordance with the rules of the Federation;
- (iv) with regard to funds of the Federation 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 funds for purposes other than those for which the funds were operated;
- (v) there were no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, made to persons holding office in the Federation other than benefits received as a member and available to all members;
- (vi) the register of members of the Federation was maintained in accordance with the Industrial Relations Act 1979; and
- (vii) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

Perth

Dated

3/3/04^{MA}



M A Olson

AUSTRALIAN NURSING FEDERATION
INDUSTRIAL UNION OF WORKERS, PERTH
FINANCIAL REPORT

AS AT 30 JUNE, 2003

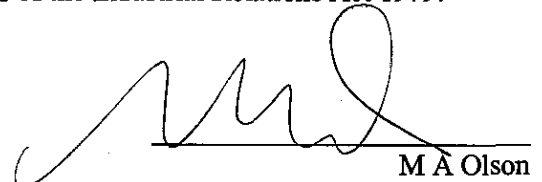
Certificate by council

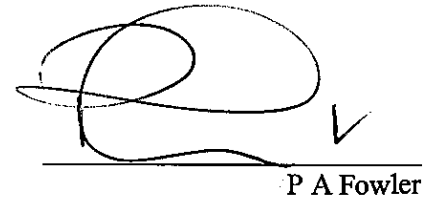
We, Mark Anthony Olson and Patricia Anne Fowler, being two members of this Council of the Australian Nursing Federation Industrial Union of Workers, Perth, do state on behalf of the Council and in accordance with a resolution passed by the Council, that:

- (i) in the opinion of the Council, the attached accounts show a true and fair view of the financial affairs of the Federation as at 30 June, 2003;
- (ii) in the opinion of the Council, meetings of the Council were held during the year ended 30 June, 2003, in accordance with the rules of the Federation;
- (iii) to the knowledge of all members of the Council there have been no instances where records of the Federation that should be made available have been withheld from members; and
- (iv) the Federation has, in relation to the Auditors' Report on the accounts and statements in respect of the immediately preceding year, complied with the provisions of the Industrial Relations Act 1979.

Perth

Dated 3/03/04


M A Olson


P A Fowler

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
INDEPENDENT AUDIT REPORT TO MEMBERS

SCOPE

We have audited the financial report on pages 22 to 25, being the Statement of Income and Expenditure, Balance Sheet, and Notes forming part of the accounts of the Australian Nursing Federation (WA Branch), ("the Branch") for the year ended 30 June, 2003. The Branch's Council 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 of the Branch.

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 Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the Branch's financial position and the results of its operations.

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

AUDIT OPINION

In our opinion,

- (a) Satisfactory accounting records have been kept by the Branch, so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the Branch (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the Branch.
- (b) The accounts and statements required to be prepared under Section 273 of the Workplace Relations Act, 1996 have been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Branch as at 30th June, 2003; and
 - (ii) the income and expenditure and any surplus or deficit of the Branch for the year then ended.
- (c) We have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit; and
- (d) The accounts have been prepared in accordance with applicable Australian Accounting Standards and other mandatory reporting requirements.

Dated this 3rd day of March 2003 4



Maxim Audit
Chartered Accountants



M A Lester
Registered Company Auditor

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE, 2003

	<u>Note</u>	2003 \$	2002 \$
Revenues from ordinary activities	(2)	285,407	307,214
Employee expenses	(3)	(97,268)	(85,098)
Other expenses from ordinary activities	(4)	<u>(186,646)</u>	<u>(208,194)</u>
Net surplus from ordinary operating activities		1,493	13,922
Income tax expense relating to ordinary activities	(1)	_____ -	_____ -
Total changes in equity of the branch	(7)	<u>\$ 1,493</u>	<u>\$ 13,922</u>

The accompanying notes form part of this statement and should be read in conjunction therewith.

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
BALANCE SHEET AS AT 30 JUNE, 2003

	<u>Note</u>	2003 \$	2002 \$
Current assets			
Cash assets	(5)	31	31
Receivables	(6)	<u>20,010</u>	<u>18,517</u>
Total current assets		<u>20,041</u>	<u>18,548</u>
Total assets		<u>20,041</u>	<u>18,548</u>
Current liabilities			
Payables		-	-
Total current liabilities		-	-
Total liabilities		-	-
Net assets		<u>\$ 20,041</u>	<u>\$ 18,548</u>
Equity			
Retained surplus	(7)	<u>20,041</u>	<u>18,548</u>
Total equity		<u>\$ 20,041</u>	<u>\$ 18,548</u>

The accompanying notes form part of this statement and should be read in conjunction therewith.

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

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, other mandatory professional reporting requirements and the requirements of the Workplace Relations Act 1996.

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or current valuations of non-current assets.

Income of the Branch is exempt from income tax by virtue of Division 50 Section 50-15 of the Income Tax Assessment Act, 1997.

The main function of the Australian Nursing Federation (Western Australian Branch) is to receive from the Australian Nursing Federation Industrial Union of Workers, Perth, capitation fees and other amounts shown above and to pay such amounts to Federal Office.

2. Revenues from ordinary activities

	2003	2002
	\$	\$
Members' subscriptions	183,517	182,598
Other income	8,521	7,180
Received from Australian Nursing Federation Industrial Union of Workers, Perth:		
Capitation fees	93,369	86,336
Journal levy	<u>-</u>	<u>31,100</u>
Total revenues from ordinary activities	<u>\$ 285,407</u>	<u>\$ 307,214</u>

3. Employee expenses

Payroll tax	1,856	1,007
Salaries – employees	87,623	77,807
Superannuation	7,786	6,270
Fringe Benefit Tax	<u>3</u>	<u>14</u>
Total employee expenses	<u>\$ 97,268</u>	<u>\$ 85,098</u>

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE, 2003

4. Other expenses from ordinary activities

	2003	2002
	<u>\$</u>	<u>\$</u>
<u>Paid to Australian Nursing Federation</u>		
<u>Industrial Union of Workers, Perth:</u>		
Administration expenses	59,267	57,992
Audit fees	799	664
Branch newsletter	9,271	9,862
Job representation development	2,916	269
Postage and courier	1,293	1,136
Rent, rates and electricity	2,770	2,447
Stationery and printing	3,804	3,789
Telephone	3,582	3,550
TLC affiliation	1,808	1,488
Paid to Federal Office:		
Capitation fees	101,136	93,276
Journal levy	-	<u>33,721</u>
Total other expenses from ordinary operating activities	<u>\$ 186,646</u>	<u>\$ 208,194</u>

Expenditure incurred by the Branch is paid for on its behalf by the Australian Nursing Federation Industrial Union of Workers, Perth. Administration expenses included an allocation from the Union of the Branch's share of expenses including depreciation and amortisation, and borrowing costs expense.

5. Cash assets

Cash at bank	<u>\$ 31</u>	<u>\$ 31</u>
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6. Receivables

Australian Nursing Federation Industrial Union of Workers, Perth	<u>\$ 20,010</u>	<u>\$ 18,517</u>
------------------------------------------------------------------	------------------	------------------

7. Equity

Retained surplus at the beginning of the financial year	18,548	4,626
Net surplus attributable to the Branch	<u>1,493</u>	<u>13,922</u>
Retained surplus at the end of the financial year	<u>\$ 20,041</u>	<u>\$ 18,548</u>

8. Cash flow statement

It is not appropriate to prepare a cash flow statement as the Branch did not operate on its bank account.

9. Financial support

The Union has agreed by a resolution of Council to provide financial support to the Branch so that it may meet its debts as and when they fall due.

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
FINANCIAL REPORT

AS AT 30 JUNE, 2003

Certificate by accounting officer

I, Mark Anthony Olson, being the officer responsible for keeping the accounting records of the Australian Nursing Federation (Western Australian Branch) certify that as at 30 June, 2003 the number of members of the Branch was 7,992.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2003;
- (ii) a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Branch;
- (iii) before any expenditure was incurred by the Branch, approval for the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (iv) with regard to funds of the Branch 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 funds for purposes other than those for which the funds were operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, made to persons holding office in the Branch other than benefits received as a member and available to all members;
- (vi) the register of members of the Branch was maintained in accordance with section 280(1) and (2) of the Workplace Relations Act 1996; and
- (vii) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

Perth

Dated

3/8/04


M A Olson

AUSTRALIAN NURSING FEDERATION
(WESTERN AUSTRALIAN BRANCH)
FINANCIAL REPORT

AS AT 30 JUNE, 2003


Certificate by council

We, Mark Anthony Olson and Patricia Anne Fowler, being two members of this Council of the Australian Nursing Federation (Western Australian Branch) do state on behalf of the Council and in accordance with a resolution passed by the Council, that:


- (i) in the opinion of the Council, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2003;
- (ii) in the opinion of the Council, meetings of the Council were held during the year ended 30 June, 2003, in accordance with the rules of the Branch;
- (iii) to the knowledge of any member of the Council, there have been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Branch under sub-section 274(2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Branch; and
- (iv) the Branch has complied with sub-sections 279 (1) and (6) of the Workplace Relations Act 1996, in relation to the financial accounts in respect of the preceding financial year and the auditors' report thereon.

Perth

Dated 3/3/04



 M A Olson



 P A Fowler