



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Roger Jowett
National Secretary
Australian Rail, Tram and Bus Industry Union
83-89 Renwick Street
REDFERN NSW 2016

Dear Mr Jowett

**Re: Lodgment of Summary of Financial Accounts National Office - for year ending 31
December 2002 (FR2002/848)**

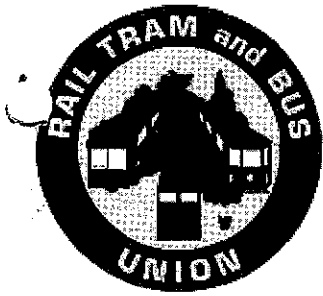
I refer to your letter of 18 November 2003 enclosing the secretary's certificate, copies of the Union's official journal and duplicate copies of the financial statements, auditor's report, committee of management's certificate and accounting officer's certificate previously provided.

These documents complete the lodgment of the financial statements and have been filed.

Yours sincerely,

Peter McKerrow
Assistant Manager
NSW Registry

2 December 2003



RAIL TRAM and BUS UNION

AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION

ABN 28 921 128 419

NATIONAL OFFICE

83-89 Renwick Street
REDFERN NSW 2016

Ph: (02) 9310 3966

Fax: (02) 9319 2096

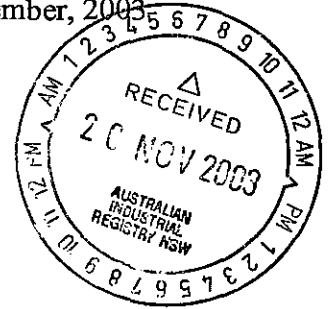
email: rtbu@magna.com.au

web: www.rtbu-nat.asn.au

File: 9

18th November, 2003

The Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2011



Dear Sir/Madam,

**Australian Rail, Tram & Bus Industry Union
T/as THE RAIL, TRAM & BUS UNION
FINANCIAL DOCUMENTS OF THE UNION 2002**

Attached please find duplicate copies of the documents listed below, which we wish to lodge to fulfil the reporting requirements of the Act:

- Financial Statements for the Year Ended 31st December, 2002 and Auditor's Report.
- Committee of Management's Certificate dated 30th April, 2003.
- Accounting Officer's Certificate dated 30th April, 2003.
- The Union's official journal, "*Rail, Tram & Bus Worker*", Winter 2003 edition containing the Summary of the Financial Statement for 2002.

AND The Secretary's Certificate dated 18th November, 2003.

Yours faithfully,

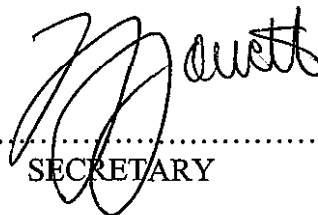
**Roger Jowett
NATIONAL SECRETARY**



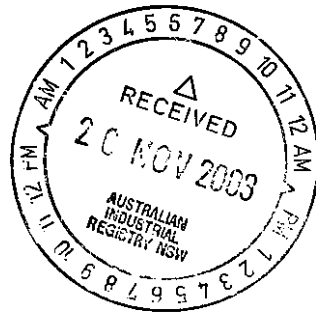
SECRETARY'S CERTIFICATE

I, **Roger Gavin JOWETT** being the National Secretary of the Australian Rail, Tram and Bus Industry Union, trading as the Rail, Tram and Bus Union, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ending on 31st day of December, 2002 that were:

- (i) supplied to members through the union journal published in Volume 11 Number 2, Winter, 2003 and is available free of charge on request.
- (ii) first presented to the National Executive, being our committee of management on the Thursday, 1st May, 2003.
- (iii) second presentation to the National Council on Thursday, 13th November, 2003.


.....
SECRETARY

dated this: Tuesday, 18th November, 2003



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We *Noel Morris* and *Robert Christison*, being two members of the Committee of Management of the Australian Rail, Tram and Bus Industry Union, National, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:-

- [i] In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Union, 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 Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 31 December 2001 and the Auditors' Report thereon.

Noel Morris

Robert Christison

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION


NATIONAL

ACCOUNTING OFFICER'S CERTIFICATE

I, **ROGER GAVIN JOWETT**, being the Officer responsible for keeping the accounting records of the Australian Rail, Tram and Bus Industry Union, National, certify that as at 31 December 2002, the number of members of the Union was 30,047.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- (iii) Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- (iv) With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- (vi) The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.


.....
ROGER GAVIN JOWETT

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
INCOME			
Capitation	11	1,157,231	1,063,186
Interest		19,984	20,317
Sundry Income		<u>5,136</u>	<u>2,667</u>
TOTAL INCOME		<u>1,182,351</u>	<u>1,086,170</u>
EXPENDITURE			
Depreciation		<u>21,322</u>	<u>27,972</u>
Employee Benefits Expense			
Salaries and Allowances			
- Officials		234,591	252,681
- Employees		196,225	222,823
Accrued Annual Leave		18,117	(14,418)
Long Service Leave		23,015	16,307
Fringe Benefits Tax		1,827	1,912
Payroll Tax		(680)	3,098
Superannuation		<u>63,594</u>	<u>65,981</u>
		<u>536,689</u>	<u>548,384</u>
Other Expenses			
ACTU Research Project on Delegates		3,000	0
Affiliation Fees		17,502	17,038
Attendance Fees and Allowances		22,661	44,022
Building Expenses	7	21,194	19,830
Donations	9	1,050	12,148
General Expenses		6,699	9,481
Insurance		13,429	7,440
Meeting and Conference Expenses		50,486	84,454
Postage		10,627	16,418
Printing and Stationery		40,928	43,020
Professional Services	8	25,799	27,816
Publications		16,002	14,916
Records Management		12,284	31,811
Repairs and Maintenance		7,228	7,370
Shift Work and Workload Study		2,750	0
Stock Obsolescence		7,508	0
Telephone		21,444	30,725
Training Expenses		39,540	22,352
Website Costs		<u>33,686</u>	<u>0</u>
		<u>353,817</u>	<u>388,841</u>
TOTAL EXPENDITURE		<u>911,828</u>	<u>965,197</u>
NET SURPLUS FOR YEAR		270,523	120,973
Accumulated Funds at beginning of Year		<u>1,032,154</u>	<u>911,181</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>1,302,677</u>	<u>1,032,154</u>

(The attached Notes 1 to 13 form part of these Accounts)

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

	Note	2002 \$	2001 \$
ACCUMULATED FUNDS		<u>1,302,677</u>	<u>1,032,154</u>
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash Assets			
Cash at Bank			
- General Fund		72,063	84,535
- Locomotive Levy Account	10	0	4,377
- Grant Account: Cultural Committee Fund		690	1,433
Petty Cash		150	150
Secretary's Imprest Account		<u>3,000</u>	<u>3,000</u>
		<u>75,903</u>	<u>93,495</u>
Receivables			
Amounts Due from Branches	11	323,472	363,113
Prepayments		7,373	15,820
Stock of Badges, etc.		7,724	16,529
Sundry Debtors		<u>45,830</u>	<u>49,208</u>
		<u>384,399</u>	<u>444,670</u>
Investments			
Money Market Call Account		<u>438,451</u>	<u>224,955</u>
Long Service Leave Fund			
Cash Management Call Account		228,937	128,802
Cash at Bank		<u>40,826</u>	<u>6,102</u>
		<u>269,763</u>	<u>134,904</u>
TOTAL CURRENT ASSETS		<u>1,168,516</u>	<u>898,024</u>
NON CURRENT ASSETS			
Fixed Assets			
Property	3	444,003	452,936
Computer	4	10,701	6,298
Furniture and Equipment	5	28,476	30,133
Partitions	6	<u>1</u>	<u>1</u>
		<u>483,181</u>	<u>489,368</u>
TOTAL ASSETS		<u>1,651,697</u>	<u>1,387,392</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002 [Cont'd]

	2002 \$	2001 \$
LESS LIABILITIES		
CURRENT LIABILITIES		
Payables		
Sundry Creditors	143,565	130,266
Unexpended Grants- Cultural Committee Fund	<u>690</u>	<u>1,433</u>
	<u>144,255</u>	<u>131,699</u>
Provisions		
Provision for Accrued Annual Leave	73,895	75,911
Provision for Long Service Leave	<u>130,870</u>	<u>147,628</u>
	<u>204,765</u>	<u>223,539</u>
TOTAL LIABILITIES	<u>349,020</u>	<u>355,238</u>
NET ASSETS	<u>1,302,677</u>	<u>1,032,154</u>

[The attached Notes 1 to 13 form part of these Accounts]

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Capitation		1,197,487	1,026,484
Interest		19,984	20,317
Sundry Income		5,136	2,667
Payments to Suppliers and Employees		<u>(875,967)</u>	<u>(1,031,200)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	13	<u>346,640</u>	<u>18,268</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Purchase of Fixed Assets		<u>(15,135)</u>	<u>(7,885)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(15,135)</u>	<u>(7,885)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Grants		232	15,117
Payments from Grants		<u>(974)</u>	<u>(16,268)</u>
NET CASH USED IN FINANCING ACTIVITIES		<u>(742)</u>	<u>(1,151)</u>
NET INCREASE IN CASH HELD		330,763	9,232
Cash at Beginning of Year		<u>453,354</u>	<u>444,122</u>
CASH AT END OF YEAR	12	<u>784,117</u>	<u>453,354</u>

[The attached Notes 1 to 13 form part of these Accounts]

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2002

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the financial report.

- [a] Depreciation of fixed assets is calculated on the straight-line basis in order to write the assets off over their useful lives to the union.
- [b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the provision has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- [c] No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
3. PROPERTY		
Land - At Independent Valuation 1992	86,667	86,667
Building - At Independent Valuation 1992	<u>446,666</u>	<u>446,666</u>
	533,333	533,333
Less Accumulated Depreciation on Building	<u>(89,330)</u>	<u>(80,397)</u>
	<u>444,003</u>	<u>452,936</u>

The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The independent valuation as of 1 September 1992 was carried out by M.C. McAlister ANZIV ALVE [Val], Registered Valuer No. 2480. The valuation was not made in accordance with a regular policy of revaluing property, plant and equipment. This valuation is reflected in the above figures.

An independent valuation as of 26 November 1997 was carried out by K.J. McCarney FVLE [Val], Registered Valuer No. 1831. The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The valuation from this assessment is \$400,000.

No adjustment for the new valuation has been made in these accounts.

4. COMPUTER

Cost	66,982	60,092
Less Accumulated Depreciation	<u>(56,281)</u>	<u>(53,794)</u>
	<u>10,701</u>	<u>6,298</u>



5. FURNITURE AND EQUIPMENT

Cost	134,443	126,198
Less Accumulated Depreciation	<u>(105,967)</u>	<u>(96,065)</u>
	<u>28,476</u>	<u>30,134</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
6. PARTITIONS		
Cost	42,781	42,781
Less Accumulated Depreciation	<u>(42,780)</u>	<u>(42,780)</u>
	<u>1</u>	<u>1</u>
7. BUILDING EXPENSES		
Cleaning	9,000	8,500
Electricity	9,038	9,373
Sundry Outgoings	<u>3,156</u>	<u>1,957</u>
	<u>21,194</u>	<u>19,830</u>
8. PROFESSIONAL SERVICES		
Audit and Accountancy	11,300	9,000
Legal Expenses	<u>14,499</u>	<u>18,816</u>
	<u>25,799</u>	<u>27,816</u>
9. DONATIONS		
	0	10,000
	0	1,015
Other	1,050	1,133
	<u>1,050</u>	<u>12,148</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

10. PUBLIC TRANSPORT UNION LOCOMOTIVE DIVISION LEVY BANK ACCOUNT

The assets of the Public Transport Union Locomotive Division Levy Bank Account were transferred into the National Fund at the beginning of 1996. Since that date the transactions of the Public Transport Union Locomotive Division Levy Bank Account have been included in the Income and Expenditure Account of the Amalgamated Union. The transactions for the year ended 31st December 2002 were:

	2002	2001
	\$	\$
Bank Balance at Beginning of Year		
Interest Received	4,377	5,720
	<u>2</u>	<u>17</u>
	4,379	5,737
Payments		
Bank Charges	19	34
Delegate Expenses	1,868	1315
General Expenses	120	11
Transfer of funds	<u>2,372</u>	<u>0</u>
	<u>4,379</u>	<u>1360</u>
 BANK BALANCE AT END OF YEAR	 <u>0</u>	 <u>4,377</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

11. AMOUNTS DUE FROM BRANCHES

	TOTAL	VICTORIA	N.S.W.	SA & NT	QLD.	TASMANIA	WESTERN AUSTRALIA
AMOUNTS DUE FROM BRANCHES AT 1 JANUARY 2002							
Capitation	355,002	160,645	49,167	55,403	35,531	18,434	35,822
A.C.T.U. Affiliation Fees	8,115	5,286	0	405	0	2,424	0
	<u>363,117</u>	<u>165,931</u>	<u>49,167</u>	<u>55,808</u>	<u>35,531</u>	<u>20,858</u>	<u>35,822</u>
AMOUNTS CHARGED TO BRANCHES							
Capitation	1,157,231	212,389	617,303	31,637	252,326	9,080	34,496
A.C.T.U. Affiliation Fees	58,399	8,336	30,030	1,804	15,442	781	2,006
	<u>1,215,630</u>	<u>220,725</u>	<u>647,333</u>	<u>33,441</u>	<u>267,768</u>	<u>9,861</u>	<u>36,502</u>
AMOUNTS RECEIVED FROM BRANCHES							
Capitation	(1,197,487)	(231,244)	(618,516)	(23,977)	(253,396)	(2,897)	(67,457)
A.C.T.U. Affiliation Fees	(57,788)	(9,454)	(30,030)	(856)	(15,442)	0	(2,006)
	<u>(1,255,275)</u>	<u>(240,698)</u>	<u>(648,546)</u>	<u>(24,833)</u>	<u>(268,838)</u>	<u>(2,897)</u>	<u>(69,463)</u>
AMOUNTS DUE FROM BRANCHES AT 31 DECEMBER 2002							
Capitation	314,746	141,790	47,954	63,063	34,461	24,617	2,861
A.C.T.U. Affiliation Fees	8,726	4,168	0	1,353	0	3,205	0
	<u>323,472</u>	<u>145,958</u>	<u>47,954</u>	<u>64,416</u>	<u>34,461</u>	<u>27,822</u>	<u>2,861</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
12. RECONCILIATION OF CASH		
For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks and other financial institutions.		
Cash at the end of the year is shown in the Balance Sheet as follows:		
Money Market Call Account	438,451	224,955
Cash at Bank	72,063	84,535
Petty Cash	150	150
Secretary's Imprest Account	3,000	3,000
Long Service Leave Fund Cash Management Call Account	228,937	128,802
Long Service Leave Fund Bank Account	40,826	6,102
Locomotive Levy Account	0	4,377
Cultural Committee Fund	690	1,433
	<u>784,117</u>	<u>453,354</u>
13. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS		
Net Surplus	270,523	120,973
Cash Flows in Operating Activities but not in Operating Results		
Payments from Employee Provisions	(59,908)	(48,462)
Non-Cash Flows in Net Surplus		
Depreciation	21,322	27,972
Charges to Provisions	41,134	1,889
Stock Obsolescence	7,508	0
Changes in Assets and Liabilities		
[Increase]/ Decrease in Sundry Debtors	3,378	(4,318)
[Increase]/ Decrease in Amount Due from Branches	39,641	(29,267)
[Increase]/ Decrease in Prepayments	8,447	(5,920)
Increase/ [Decrease] in Sundry Creditors	13,298	(42,334)
[Increase]/ Decrease in Stock of Badges etc.	1,297	(2,265)
CASH FLOWS FROM OPERATIONS	<u>346,640</u>	<u>18,268</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail, Tram and Bus Industry Union, National.

SCOPE

We have audited the financial report of the Australian Rail, Tram and Bus Industry Union, National for the year ended 31 December 2002 as set out on pages 1 to 12. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. 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 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 whether, in all material respects, the financial report presents fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Union which is consistent with our understanding of its financial position and financial performance.

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

REPORT

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure, and
- (ii) The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report set out on pages 1 to 12 has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - (a) the financial position of the Union as at 31 December 2002; and
 - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.



A.J. WILLIAMS & CO.
Chartered Accountants.



D S McLean.
Registered Company Auditor
2 Market Street,
SYDNEY NSW 2000

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We *NORM MARRIS* and *ROBERT CHRISTISON*, being two members of the Committee of Management of the Australian Rail, Tram and Bus Industry Union, National, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:-

- [i] In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Union, 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 Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 31 December 2001 and the Auditors' Report thereon.

N. Marris

R. Christison

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

ACCOUNTING OFFICER'S CERTIFICATE

I, **ROGER GAVIN JOWETT**, being the Officer responsible for keeping the accounting records of the Australian Rail, Tram and Bus Industry Union, National, certify that as at 31 December 2002, the number of members of the Union was 30,047.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.


.....
ROGER GAVIN JOWETT

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
INCOME			
Capitation	11	1,157,231	1,063,186
Interest		19,984	20,317
Sundry Income		5,136	2,667
TOTAL INCOME		<u>1,182,351</u>	<u>1,086,170</u>
EXPENDITURE			
Depreciation		<u>21,322</u>	<u>27,972</u>
Employee Benefits Expense			
Salaries and Allowances			
- Officials		234,591	252,681
- Employees		196,225	222,823
Accrued Annual Leave		18,117	(14,418)
Long Service Leave		23,015	16,307
Fringe Benefits Tax		1,827	1,912
Payroll Tax		(680)	3,098
Superannuation		63,594	65,981
		<u>536,689</u>	<u>548,384</u>
Other Expenses			
ACTU Research Project on Delegates		3,000	0
Affiliation Fees		17,502	17,038
Attendance Fees and Allowances		22,661	44,022
Building Expenses	7	21,194	19,830
Donations	9	1,050	12,148
General Expenses		6,699	9,481
Insurance		13,429	7,440
Meeting and Conference Expenses		50,486	84,454
Postage		10,627	16,418
Printing and Stationery		40,928	43,020
Professional Services	8	25,799	27,816
Publications		16,002	14,916
Records Management		12,284	31,811
Repairs and Maintenance		7,228	7,370
Shift Work and Workload Study		2,750	0
Stock Obsolescence		7,508	0
Telephone		21,444	30,725
Training Expenses		39,540	22,352
Website Costs		33,686	0
		<u>353,817</u>	<u>388,841</u>
TOTAL EXPENDITURE		<u>911,828</u>	<u>965,197</u>
NET SURPLUS FOR YEAR		270,523	120,973
Accumulated Funds at beginning of Year		<u>1,032,154</u>	<u>911,181</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>1,302,677</u>	<u>1,032,154</u>

(The attached Notes 1 to 13 form part of these Accounts)

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

	Note	2002 \$	2001 \$
ACCUMULATED FUNDS		<u>1,302,677</u>	<u>1,032,154</u>
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash Assets			
Cash at Bank			
- General Fund		72,063	84,535
- Locomotive Levy Account	10	0	4,377
- Grant Account: Cultural Committee Fund		690	1,433
Petty Cash		150	150
Secretary's Imprest Account		<u>3,000</u>	<u>3,000</u>
		<u>75,903</u>	<u>93,495</u>
Receivables			
Amounts Due from Branches	11	323,472	363,113
Prepayments		7,373	15,820
Stock of Badges, etc.		7,724	16,529
Sundry Debtors		<u>45,830</u>	<u>49,208</u>
		<u>384,399</u>	<u>444,670</u>
Investments			
Money Market Call Account		<u>438,451</u>	<u>224,955</u>
Long Service Leave Fund			
Cash Management Call Account		228,937	128,802
Cash at Bank		<u>40,826</u>	<u>6,102</u>
		<u>269,763</u>	<u>134,904</u>
TOTAL CURRENT ASSETS		<u>1,168,516</u>	<u>898,024</u>
NON CURRENT ASSETS			
Fixed Assets			
Property	3	444,003	452,936
Computer	4	10,701	6,298
Furniture and Equipment	5	28,476	30,133
Partitions	6	<u>1</u>	<u>1</u>
		<u>483,181</u>	<u>489,368</u>
TOTAL ASSETS		<u>1,651,697</u>	<u>1,387,392</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002 [Cont'd]

	2002 \$	2001 \$
LESS LIABILITIES		
CURRENT LIABILITIES		
Payables		
Sundry Creditors	143,565	130,266
Unexpended Grants- Cultural Committee Fund	<u>690</u>	<u>1,433</u>
	<u>144,255</u>	<u>131,699</u>
Provisions		
Provision for Accrued Annual Leave	73,895	75,911
Provision for Long Service Leave	<u>130,870</u>	<u>147,628</u>
	<u>204,765</u>	<u>223,539</u>
TOTAL LIABILITIES	<u>349,020</u>	<u>355,238</u>
NET ASSETS	<u>1,302,677</u>	<u>1,032,154</u>

[The attached Notes 1 to 13 form part of these Accounts]

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Capitation		1,197,487	1,026,484
Interest		19,984	20,317
Sundry Income		5,136	2,667
Payments to Suppliers and Employees		<u>(875,967)</u>	<u>(1,031,200)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	13	<u>346,640</u>	<u>18,268</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Purchase of Fixed Assets		<u>(15,135)</u>	<u>(7,885)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(15,135)</u>	<u>(7,885)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Grants		232	15,117
Payments from Grants		<u>(974)</u>	<u>(16,268)</u>
NET CASH USED IN FINANCING ACTIVITIES		<u>(742)</u>	<u>(1,151)</u>
NET INCREASE IN CASH HELD		330,763	9,232
Cash at Beginning of Year		<u>453,354</u>	<u>444,122</u>
CASH AT END OF YEAR	12	<u>784,117</u>	<u>453,354</u>

[The attached Notes 1 to 13 form part of these Accounts]

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the financial report.

- [a] Depreciation of fixed assets is calculated on the straight-line basis in order to write the assets off over their useful lives to the union.
- [b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the provision has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- [c] No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
3. PROPERTY		
Land - At Independent Valuation 1992	86,667	86,667
Building - At Independent Valuation 1992	<u>446,666</u>	<u>446,666</u>
	533,333	533,333
Less Accumulated Depreciation on Building	<u>(89,330)</u>	<u>(80,397)</u>
	<u>444,003</u>	<u>452,936</u>

The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The independent valuation as of 1 September 1992 was carried out by M.C. McAlister ANZIV ALVE [Val], Registered Valuer No. 2480. The valuation was not made in accordance with a regular policy of revaluing property, plant and equipment. This valuation is reflected in the above figures.

An independent valuation as of 26 November 1997 was carried out by K.J. McCarney FVLE [Val], Registered Valuer No. 1831. The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The valuation from this assessment is \$400,000.

No adjustment for the new valuation has been made in these accounts.

4. COMPUTER

Cost	66,982	60,092
Less Accumulated Depreciation	<u>(56,281)</u>	<u>(53,794)</u>
	<u>10,701</u>	<u>6,298</u>



5. FURNITURE AND EQUIPMENT

Cost	134,443	126,198
Less Accumulated Depreciation	<u>(105,967)</u>	<u>(96,065)</u>
	<u>28,476</u>	<u>30,134</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

	2002 \$	2001 \$
6. PARTITIONS		
Cost	42,781	42,781
Less Accumulated Depreciation	<u>(42,780)</u>	<u>(42,780)</u>
	<u>1</u>	<u>1</u>
7. BUILDING EXPENSES		
Cleaning	9,000	8,500
Electricity	9,038	9,373
Sundry Outgoings	<u>3,156</u>	<u>1,957</u>
	<u>21,194</u>	<u>19,830</u>
8. PROFESSIONAL SERVICES		
Audit and Accountancy	11,300	9,000
Legal Expenses	<u>14,499</u>	<u>18,816</u>
	<u>25,799</u>	<u>27,816</u>
9. DONATIONS		
	0	10,000
	0	1,015
Other	<u>1,050</u>	<u>1,133</u>
	<u>1,050</u>	<u>12,148</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

10. PUBLIC TRANSPORT UNION LOCOMOTIVE DIVISION LEVY BANK ACCOUNT

The assets of the Public Transport Union Locomotive Division Levy Bank Account were transferred into the National Fund at the beginning of 1996. Since that date the transactions of the Public Transport Union Locomotive Division Levy Bank Account have been included in the Income and Expenditure Account of the Amalgamated Union. The transactions for the year ended 31st December 2002 were:

	2002 \$	2001 \$
Bank Balance at Beginning of Year		
Interest Received	4,377	5,720
	<u>2</u>	<u>17</u>
	4,379	5,737
Payments		
Bank Charges	19	34
Delegate Expenses	1,868	1315
General Expenses	120	11
Transfer of funds	<u>2,372</u>	<u>0</u>
	4,379	1360
 BANK BALANCE AT END OF YEAR	 <u>0</u>	 <u>4,377</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

11. AMOUNTS DUE FROM BRANCHES

	TOTAL	VICTORIA	N.S.W.	SA & NT	QLD.	TASMANIA	WESTERN AUSTRALIA
AMOUNTS DUE FROM BRANCHES AT 1 JANUARY 2002							
Capitation	355,002	160,645	49,167	55,403	35,531	18,434	35,822
A.C.T.U. Affiliation Fees	8,115	5,286	0	405	0	2,424	0
	<u>363,117</u>	<u>165,931</u>	<u>49,167</u>	<u>55,808</u>	<u>35,531</u>	<u>20,858</u>	<u>35,822</u>
AMOUNTS CHARGED TO BRANCHES							
Capitation	1,157,231	212,389	617,303	31,637	252,326	9,080	34,496
A.C.T.U. Affiliation Fees	58,399	8,336	30,030	1,804	15,442	781	2,006
	<u>1,215,630</u>	<u>220,725</u>	<u>647,333</u>	<u>33,441</u>	<u>267,768</u>	<u>9,861</u>	<u>36,502</u>
AMOUNTS RECEIVED FROM BRANCHES							
Capitation	(1,197,487)	(231,244)	(618,516)	(23,977)	(253,396)	(2,897)	(67,457)
A.C.T.U. Affiliation Fees	(57,788)	(9,454)	(30,030)	(856)	(15,442)	0	(2,006)
	<u>(1,255,275)</u>	<u>(240,698)</u>	<u>(648,546)</u>	<u>(24,833)</u>	<u>(268,838)</u>	<u>(2,897)</u>	<u>(69,463)</u>
AMOUNTS DUE FROM BRANCHES AT 31 DECEMBER 2002							
Capitation	314,746	141,790	47,954	63,063	34,461	24,617	2,861
A.C.T.U. Affiliation Fees	8,726	4,168	0	1,353	0	3,205	0
	<u>323,472</u>	<u>145,958</u>	<u>47,954</u>	<u>64,416</u>	<u>34,461</u>	<u>27,822</u>	<u>2,861</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

	2002	2001
	\$	\$
12. RECONCILIATION OF CASH		
For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks and other financial institutions.		
Cash at the end of the year is shown in the Balance Sheet as follows:		
Money Market Call Account	438,451	224,955
Cash at Bank	72,063	84,535
Petty Cash	150	150
Secretary's Imprest Account	3,000	3,000
Long Service Leave Fund Cash Management Call Account	228,937	128,802
Long Service Leave Fund Bank Account	40,826	6,102
Locomotive Levy Account	0	4,377
Cultural Committee Fund	690	1,433
	<u>784,117</u>	<u>453,354</u>
13. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS		
Net Surplus	270,523	120,973
Cash Flows in Operating Activities but not in Operating Results		
Payments from Employee Provisions	(59,908)	(48,462)
Non-Cash Flows in Net Surplus		
Depreciation	21,322	27,972
Charges to Provisions	41,134	1,889
Stock Obsolescence	7,508	0
Changes in Assets and Liabilities		
[Increase]/ Decrease in Sundry Debtors	3,378	(4,318)
[Increase]/ Decrease in Amount Due from Branches	39,641	(29,267)
[Increase]/ Decrease in Prepayments	8,447	(5,920)
Increase/ [Decrease] in Sundry Creditors	13,298	(42,334)
[Increase]/ Decrease in Stock of Badges etc.	1,297	(2,265)
CASH FLOWS FROM OPERATIONS	<u>346,640</u>	<u>18,268</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail, Tram and Bus Industry Union, National.

SCOPE

We have audited the financial report of the Australian Rail, Tram and Bus Industry Union, National for the year ended 31 December 2002 as set out on pages 1 to 12. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. 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 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 whether, in all material respects, the financial report presents fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Union which is consistent with our understanding of its financial position and financial performance.

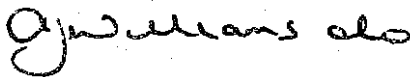
The audit opinion expressed in this report has been formed on the above basis.

REPORT

We have received all the information and explanations required for the purposes of our audit. In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union (including income from members) and the nature and purposes of expenditure, and
- (ii) The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report set out on pages 1 to 12 has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - (a) the financial position of the Union as at 31 December 2002; and
 - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.



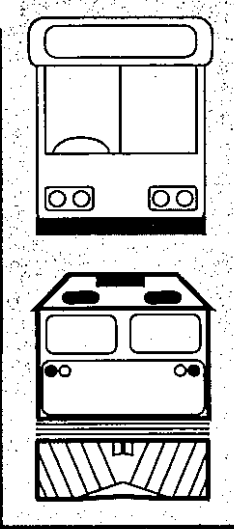
A.J. WILLIAMS & CO.
Chartered Accountants.



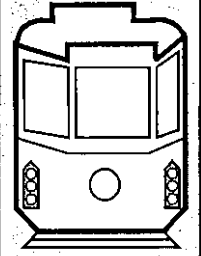
D S McLean.
Registered Company Auditor
2 Market Street,
SYDNEY NSW 2000

30 April 2003

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RAIL, TRAM & BUS WORKER



Fight for Medicare - p 9



*Union Organising and
recruitment - pp 8, 14*

www.rtbu-nat.asn.au

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION - NATIONAL
SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002**

The financial accounts of the Australian Rail, Tram and Bus Industry Union - National, have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following summary is provided for members in accordance with Section 279 [2] of the Act.

A copy of the Auditors' Report and the Financial Report will be supplied free of charge to members who request same.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR END 31 DECEMBER 2002

	2002 \$	2001 \$
Capitation Fees	1,157,231	1,063,186
Other Income	25,120	22,984
TOTAL INCOME	1,182,351	1,086,170
LESS TOTAL EXPENDITURE	911,828	965,197
SURPLUS FOR YEAR	270,523	120,973

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

ACCUMULATED FUNDS	1,302,677	1,032,154
Represented by:		
Current Assets	460,302	538,165
Investments	438,451	224,955
Fixed Assets	483,181	489,368
Other Assets	269,763	134,904
TOTAL ASSETS	1,651,697	1,387,392
LESS TOTAL LIABILITIES	349,020	355,238
NET ASSETS	1,302,677	1,032,154

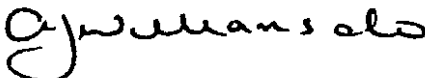
INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR


In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows: -

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUDITORS' CERTIFICATE

We certify that the above summary is a fair and accurate summary of the financial report of the Australian Rail, Tram and Bus Industry Union - National, for the year ended 31 December 2002. Our Auditors' Report dated 30 April 2003 on the financial report does not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.


A.J. WILLIAMS & CO.
Chartered Accountants.


D S McLEAN
Registered Company Auditor.

2 Market Street, SYDNEY NSW 2000
30 April 2003

MINUTE

AUSTRALIAN INDUSTRIAL REGISTRY

Contact Officer: Belinda Penna

Telephone No: 02 8374 6618

Facsimile No: 02 9380 6990

Your Reference: FR2002/848

My Reference:

I note Roger Jowett's letter of 8 May 2003, advising that the "final lodgement" of documents will take place after second presentation at National Council later this year.

I rang the ARTBIU National Office today - the National Council meeting is set down for 10 -14 November 2003.

Following National Council, Secretary's Certificate required setting out date of supply and date of 2nd meeting.

Follow-up late Nov 2003.

Belinda Penna

4 September 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Roger Jowett
National Secretary
Australian Rail, Tram and Bus Industry Union
83-89 Renwick Street
REDFERN NSW 2016

Dear Mr Jowett

**Re: Lodgment of Summary of Financial Accounts National Office - for year ending
31 December 2002 (FR2002/848)**

I refer to the summary and copies of the abovementioned financial statements and accounts which were lodged in the Industrial Registry on 12 May 2003. The summary meets the requirements of subsection 279(2) of the *Workplace Relations Act 1996* and has been filed.

Receipt is also acknowledged of the Statement of Loans, Grants and Donations for the financial year ended 31 December 2001, lodged pursuant to section 269 of the *Workplace Relations Act 1996*. The Statement has been placed on a Registry file which is not open for public viewing except to members of your organisation.

We look forward to the final lodgment of the above statements and accounts in due course.

Yours sincerely,

Kiersten Perini
NSW Statutory Services Branch

14 May 2003



RAIL TRAM and BUS UNION

AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION

ABN 28 921 128 419

NATIONAL OFFICE

83-89 Renwick Street
REDFERN NSW 2016

Ph: (02) 9310 3966

Fax: (02) 9319 2096

email: rtbu@magna.com.au

web: www.rtbu-nat.asn.au



File: 9
8th May, 2003

The Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

**Australian Rail, Tram & Bus Industry Union
T/as THE RAIL, TRAM & BUS UNION
FINANCIAL DOCUMENTS OF THE UNION 2002**

Attached please find copies of the documents listed below, which were presented for the first time to our National Executive (governing body) Meeting, 29th April to 1st May, 2003:

- Financial Statements for the Year Ended 31st December, 2002 and Auditor's Report.
- Committee of Management's Certificate of 30th April, 2003
- Accounting Officer's Certificate of 30th April, 2003

The final lodgement of these documents will be undertaken, after the second presentation to our National Council later this year.

- PLUS:

Lodgement of two copies of the Auditor's prepared "Summary of the Financial Accounts" for the year ended 31st December, 2002 for approval before we publish in our journal "*The Rail, Tram & Bus Worker*" for general distribution to our members. As our next edition will be going to the printers in two to three weeks time, we would appreciate your response to enable us to meet this deadline.

10-14/11

Encl.

Yours faithfully,

**Roger Jowett
NATIONAL SECRETARY**

AUSTRALIAN RAIL, TRAM, AND BUS INDUSTRY UNION

NATIONAL

**SUMMARY OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2002**

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

The financial report of the Australian Rail, Tram and Bus Industry Union - National, has been audited in accordance with the provisions of the Workplace Relations Act, 1996, and the following summary is provided for members in accordance with Section 279 [2] of the Act.

A copy of the auditors' report and the financial report will be supplied free of charge to members who request same.

Certificates required to be given under the Act by the Accounting Officer and the Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR END 31 DECEMBER 2002

	2002 \$	2001 \$
Capitation Fees	1,157,231	1,063,186
Other Income	<u>25,120</u>	<u>22,984</u>
TOTAL INCOME	1,182,351	1,086,170
LESS TOTAL EXPENDITURE	<u>911,828</u>	<u>965,197</u>
SURPLUS FOR THE YEAR	<u>270,523</u>	<u>120,973</u>

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

ACCUMULATED FUNDS	<u>1,302,677</u>	<u>1,032,154</u>
Represented by:		
Current Assets	460,302	538,165
Investments	438,451	224,955
Fixed Assets	483,181	489,368
Other Assets	<u>269,763</u>	<u>134,904</u>
TOTAL ASSETS	1,651,697	1,387,392
LESS TOTAL LIABILITIES	<u>349,020</u>	<u>355,238</u>
NET ASSETS	<u>1,302,677</u>	<u>1,032,154</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

SUMMARY OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUDITORS' CERTIFICATE

We certify that the above summary is a fair and accurate summary of the financial report of the Australian Rail, Tram and Bus Industry Union - National, for the year ended 31 December 2002. Our Auditors' Report dated 30 April 2003 on the financial report does not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.



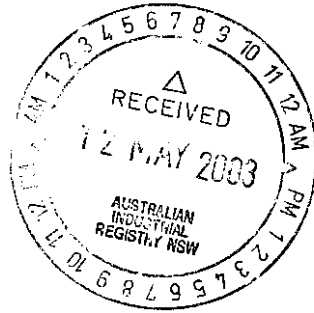
A.J. WILLIAMS & CO.
Chartered Accountants.



D S McLEAN
Registered Company Auditor.

2 Market Street,
SYDNEY NSW 2000

30 April 2003



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2002

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We *NORR MORRIS* and *ROBERT CHRISTISON*, being two members of the Committee of Management of the Australian Rail, Tram and Bus Industry Union, National, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:-

- [i] In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Union, 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 Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 31 December 2001 and the Auditors' Report thereon.


.....


.....

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

ACCOUNTING OFFICER'S CERTIFICATE

I, **ROGER GAVIN JOWETT**, being the Officer responsible for keeping the accounting records of the Australian Rail, Tram and Bus Industry Union, National, certify that as at 31 December 2002, the number of members of the Union was 30,047.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Union as at 31 December 2002.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.


.....
ROGER GAVIN JOWETT

30 April 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
INCOME			
Capitation	11	1,157,231	1,063,186
Interest		19,984	20,317
Sundry Income		<u>5,136</u>	<u>2,667</u>
TOTAL INCOME		<u>1,182,351</u>	<u>1,086,170</u>
EXPENDITURE			
Depreciation		<u>21,322</u>	<u>27,972</u>
Employee Benefits Expense			
Salaries and Allowances			
- Officials		234,591	252,681
- Employees		196,225	222,823
Accrued Annual Leave		18,117	(14,418)
Long Service Leave		23,015	16,307
Fringe Benefits Tax		1,827	1,912
Payroll Tax		(680)	3,098
Superannuation		<u>63,594</u>	<u>65,981</u>
		<u>536,689</u>	<u>548,384</u>
Other Expenses			
ACTU Research Project on Delegates		3,000	0
Affiliation Fees		17,502	17,038
Attendance Fees and Allowances		22,661	44,022
Building Expenses	7	21,194	19,830
Donations	9	1,050	12,148
General Expenses		6,699	9,481
Insurance		13,429	7,440
Meeting and Conference Expenses		50,486	84,454
Postage		10,627	16,418
Printing and Stationery		40,928	43,020
Professional Services	8	25,799	27,816
Publications		16,002	14,916
Records Management		12,284	31,811
Repairs and Maintenance		7,228	7,370
Shift Work and Workload Study		2,750	0
Stock Obsolescence		7,508	0
Telephone		21,444	30,725
Training Expenses		39,540	22,352
Website Costs		<u>33,686</u>	<u>0</u>
		<u>353,817</u>	<u>388,841</u>
TOTAL EXPENDITURE		<u>911,828</u>	<u>965,197</u>
NET SURPLUS FOR YEAR		270,523	120,973
Accumulated Funds at beginning of Year		<u>1,032,154</u>	<u>911,181</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>1,302,677</u>	<u>1,032,154</u>

[The attached Notes 1 to 13 form part of these Accounts]

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

	Note	2002 \$	2001 \$
ACCUMULATED FUNDS		<u>1,302,677</u>	<u>1,032,154</u>
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash Assets			
Cash at Bank			
- General Fund		72,063	84,535
- Locomotive Levy Account	10	0	4,377
- Grant Account: Cultural Committee Fund		690	1,433
Petty Cash		150	150
Secretary's Imprest Account		<u>3,000</u>	<u>3,000</u>
		<u>75,903</u>	<u>93,495</u>
Receivables			
Amounts Due from Branches	11	323,472	363,113
Prepayments		7,373	15,820
Stock of Badges, etc.		7,724	16,529
Sundry Debtors		<u>45,830</u>	<u>49,208</u>
		<u>384,399</u>	<u>444,670</u>
Investments			
Money Market Call Account		<u>438,451</u>	<u>224,955</u>
Long Service Leave Fund			
Cash Management Call Account		228,937	128,802
Cash at Bank		<u>40,826</u>	<u>6,102</u>
		<u>269,763</u>	<u>134,904</u>
TOTAL CURRENT ASSETS		<u>1,168,516</u>	<u>898,024</u>
NON CURRENT ASSETS			
Fixed Assets			
Property	3	444,003	452,936
Computer	4	10,701	6,298
Furniture and Equipment	5	28,476	30,133
Partitions	6	<u>1</u>	<u>1</u>
		<u>483,181</u>	<u>489,368</u>
TOTAL ASSETS		<u>1,651,697</u>	<u>1,387,392</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002 [Cont'd]

	2002 \$	2001 \$
LESS LIABILITIES		
CURRENT LIABILITIES		
Payables		
Sundry Creditors	143,565	130,266
Unexpended Grants- Cultural Committee Fund	690	1,433
	<u>144,255</u>	<u>131,699</u>
Provisions		
Provision for Accrued Annual Leave	73,895	75,911
Provision for Long Service Leave	130,870	147,628
	<u>204,765</u>	<u>223,539</u>
TOTAL LIABILITIES	<u>349,020</u>	<u>355,238</u>
NET ASSETS	<u>1,302,677</u>	<u>1,032,154</u>

{The attached Notes 1 to 13 form part of these Accounts}

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Capitation		1,197,487	1,026,484
Interest		19,984	20,317
Sundry Income		5,136	2,667
Payments to Suppliers and Employees		<u>(875,967)</u>	<u>(1,031,200)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	13	<u>346,640</u>	<u>18,268</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Purchase of Fixed Assets		<u>(15,135)</u>	<u>(7,885)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(15,135)</u>	<u>(7,885)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Grants		232	15,117
Payments from Grants		<u>(974)</u>	<u>(16,268)</u>
NET CASH USED IN FINANCING ACTIVITIES		<u>(742)</u>	<u>(1,151)</u>
NET INCREASE IN CASH HELD		330,763	9,232
Cash at Beginning of Year		<u>453,354</u>	<u>444,122</u>
CASH AT END OF YEAR	12	<u>784,117</u>	<u>453,354</u>

[The attached Notes 1 to 13 form part of these Accounts]

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2002

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the financial report.

- [a] Depreciation of fixed assets is calculated on the straight-line basis in order to write the assets off over their useful lives to the union.
- [b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the provision has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- [c] No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [1] by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- [3] A Registrar may only make an application under Sub-Section [1] at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002	2001
	\$	\$
3. PROPERTY		
Land - At Independent Valuation 1992	86,667	86,667
Building - At Independent Valuation 1992	<u>446,666</u>	<u>446,666</u>
	533,333	533,333
Less Accumulated Depreciation on Building	<u>(89,330)</u>	<u>(80,397)</u>
	<u>444,003</u>	<u>452,936</u>

The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The independent valuation as of 1 September 1992 was carried out by M.C. McAlister ANZIV ALVE [Val], Registered Valuer No. 2480. The valuation was not made in accordance with a regular policy of revaluing property, plant and equipment. This valuation is reflected in the above figures.

An independent valuation as of 26 November 1997 was carried out by K.J. McCarney FVLE [Val], Registered Valuer No. 1831. The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The valuation from this assessment is \$400,000.

No adjustment for the new valuation has been made in these accounts.

4. COMPUTER

Cost	66,982	60,092
Less Accumulated Depreciation	<u>(56,281)</u>	<u>(53,794)</u>
	<u>10,701</u>	<u>6,298</u>


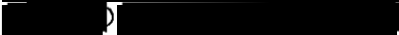
5. FURNITURE AND EQUIPMENT

Cost	134,443	126,198
Less Accumulated Depreciation	<u>(105,967)</u>	<u>(96,065)</u>
	<u>28,476</u>	<u>30,134</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
6. PARTITIONS		
Cost	42,781	42,781
Less Accumulated Depreciation	<u>(42,780)</u>	<u>(42,780)</u>
	<u>1</u>	<u>1</u>
7. BUILDING EXPENSES		
Cleaning	9,000	8,500
Electricity	9,038	9,373
Sundry Outgoings	<u>3,156</u>	<u>1,957</u>
	<u>21,194</u>	<u>19,830</u>
8. PROFESSIONAL SERVICES		
Audit and Accountancy	11,300	9,000
Legal Expenses	<u>14,499</u>	<u>18,816</u>
	<u>25,799</u>	<u>27,816</u>
9. DONATIONS		
	0	10,000
	0	1,015
Other	1,050	1,133
	<u>1,050</u>	<u>12,148</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

10. PUBLIC TRANSPORT UNION LOCOMOTIVE DIVISION LEVY BANK ACCOUNT

The assets of the Public Transport Union Locomotive Division Levy Bank Account were transferred into the National Fund at the beginning of 1996. Since that date the transactions of the Public Transport Union Locomotive Division Levy Bank Account have been included in the Income and Expenditure Account of the Amalgamated Union. The transactions for the year ended 31st December 2002 were:

	2002	2001
	\$	\$
Bank Balance at Beginning of Year		
Interest Received	4,377	5,720
	<u>2</u>	<u>17</u>
	4,379	5,737
Payments		
Bank Charges	19	34
Delegate Expenses	1,868	1315
General Expenses	120	11
Transfer of funds	<u>2,372</u>	<u>0</u>
	<u>4,379</u>	<u>1360</u>
BANK BALANCE AT END OF YEAR	<u>0</u>	<u>4,377</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]

11. AMOUNTS DUE FROM BRANCHES

	TOTAL	VICTORIA	N.S.W.	SA & NT	QLD.	TASMANIA	WESTERN AUSTRALIA
AMOUNTS DUE FROM BRANCHES AT 1 JANUARY 2002							
Capitation	355,002	160,645	49,167	55,403	35,531	18,434	35,822
A.C.T.U. Affiliation Fees	8,115	5,286	0	405	0	2,424	0
	<u>363,117</u>	<u>165,931</u>	<u>49,167</u>	<u>55,808</u>	<u>35,531</u>	<u>20,858</u>	<u>35,822</u>
AMOUNTS CHARGED TO BRANCHES							
Capitation	1,157,231	212,389	617,303	31,637	252,326	9,080	34,496
A.C.T.U. Affiliation Fees	58,399	8,336	30,030	1,804	15,442	781	2,006
	<u>1,215,630</u>	<u>220,725</u>	<u>647,333</u>	<u>33,441</u>	<u>267,768</u>	<u>9,861</u>	<u>36,502</u>
AMOUNTS RECEIVED FROM BRANCHES							
Capitation	(1,197,487)	(231,244)	(618,516)	(23,977)	(253,396)	(2,897)	(67,457)
A.C.T.U. Affiliation Fees	(57,788)	(9,454)	(30,030)	(856)	(15,442)	0	(2,006)
	<u>(1,255,275)</u>	<u>(240,698)</u>	<u>(648,546)</u>	<u>(24,833)</u>	<u>(268,838)</u>	<u>(2,897)</u>	<u>(69,463)</u>
AMOUNTS DUE FROM BRANCHES AT 31 DECEMBER 2002							
Capitation	314,746	141,790	47,954	63,063	34,461	24,617	2,861
A.C.T.U. Affiliation Fees	8,726	4,168	0	1,353	0	3,205	0
	<u>323,472</u>	<u>145,958</u>	<u>47,954</u>	<u>64,416</u>	<u>34,461</u>	<u>27,822</u>	<u>2,861</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2002 [Cont'd]**

	2002 \$	2001 \$
12. RECONCILIATION OF CASH		
For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks and other financial institutions.		
Cash at the end of the year is shown in the Balance Sheet as follows:		
Money Market Call Account	438,451	224,955
Cash at Bank	72,063	84,535
Petty Cash	150	150
Secretary's Imprest Account	3,000	3,000
Long Service Leave Fund Cash Management Call Account	228,937	128,802
Long Service Leave Fund Bank Account	40,826	6,102
Locomotive Levy Account	0	4,377
Cultural Committee Fund	690	1,433
	<u>784,117</u>	<u>453,354</u>
13. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS		
Net Surplus	270,523	120,973
Cash Flows in Operating Activities but not in Operating Results		
Payments from Employee Provisions	(59,908)	(48,462)
Non-Cash Flows in Net Surplus		
Depreciation	21,322	27,972
Charges to Provisions	41,134	1,889
Stock Obsolescence	7,508	0
Changes in Assets and Liabilities		
[Increase]/ Decrease in Sundry Debtors	3,378	(4,318)
[Increase]/ Decrease in Amount Due from Branches	39,641	(29,267)
[Increase]/ Decrease in Prepayments	8,447	(5,920)
Increase/ [Decrease] in Sundry Creditors	13,298	(42,334)
[Increase]/ Decrease in Stock of Badges etc.	1,297	(2,265)
CASH FLOWS FROM OPERATIONS	<u>346,640</u>	<u>18,268</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail, Tram and Bus Industry Union, National.

SCOPE

We have audited the financial report of the Australian Rail, Tram and Bus Industry Union, National for the year ended 31 December 2002 as set out on pages 1 to 12. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. 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 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 whether, in all material respects, the financial report presents fairly in accordance with applicable accounting standards, other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Union which is consistent with our understanding of its financial position and financial performance.

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

REPORT

We have received all the information and explanations required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union [including income from members] and the nature and purposes of expenditure, and
- (ii) The attached financial report including the Certificates of the Committee of Management and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report set out on pages 1 to 12 has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - (a) the financial position of the Union as at 31 December 2002; and
 - (b) the financial performance of the Union for the year ended on that date;

and is in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.



A.J. WILLIAMS & CO.
Chartered Accountants.



D S McLean.
Registered Company Auditor
2 Market Street,
SYDNEY NSW 2000

30 April 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2002/848-[139V]

Mr Roger Jowett
National Secretary
Australian Rail, Tram and Bus Industry Union
83-89 Renwick Street
REDFERN NSW 2016

Dear Mr Jowett

**Re: Australian Rail, Tram and Bus Industry Union
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au
18 February 2003