



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/729-[139V-NSW]

Mr Nick Lewocki
Branch Secretary
Australian Rail, Tram and Bus Industry Union
New South Wales Branch
Level 4, 321 Pitt Street
Sydney NSW 2000

Dear Mr Lewocki

**Re: Australian Rail, Tram and Bus Industry Union-New South Wales Branch
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, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December, 2003 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 accounting, auditing and reporting obligations 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
9 January 2004



Telegraphic Address:
'SOLIDARITY' SYDNEY

Rail, Tram & Bus Union

NEW SOUTH WALES BRANCH

In your reply please quote reference

NL:MM

A.B.N. 55 090 785 801

Level 4, 321 Pitt Street,
SYDNEY N.S.W. 2000
TELEPHONE: (02) 9264 2511 (9 LINES)
FAX: (02) 9261 1342
EMAIL: nswho@rtbu-nsw.org

Tuesday, 17 August 2004

**Australian Industrial Relations Commission
NSW Statutory Services Branch
Level 8
Terrace Towers
80 William Street
EAST SYDNEY NSW 2011**

Dear Sir or Madam:

Please find enclosed documents relating to financial year 31.12.2003.

Auditor's Report

Committee of Management

Accounting Officer's Certificate

Secretary's Certificate

Audit Report

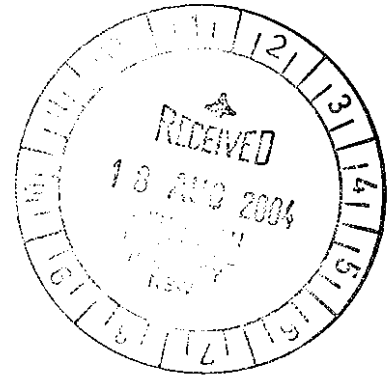
Copy of RTBU Journal.

If you have any queries please do not hesitate to contact this office and ask for Margaret Mahon on 02 9264 2511.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N. Lewocki', written in a cursive style.

**N LEWOCKI
BRANCH SECRETARY**



Mangraviti Partners

Chartered Accountants

AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION NEW SOUTH WALES BRANCH

INDEPENDENT AUDIT OPINION TO THE MEMBERS OF THE AUSTRALIAN RAIL, TRAM & BUS UNION NEW SOUTH WALES BRANCH

SCOPE

We have audited the financial statements of the Australian rail, Tram & Bus Industry Union, New South Wales Branch for the year ended 31 December 2003. The Branch Executive and Accounting Officer are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements, in order to express an opinion on them 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 statements are free of material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial statements 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 statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements, so as to present a view of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch which is consistent with our understanding of its financial position and the results of its operations.

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

REPORT

We report that we have inspected and audited the accounting records of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch in relation to the year ended 31 December 2003 and report that in our opinion, satisfactory accounting records were kept by the organisation in relation to the period, including:

- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purpose of the expenditure of the organisation; and

in our opinion the accounts and other statements prepared under section 510 of the Industrial Relations Act 1991 and section 273 of the Workplace Relations Act 1996 in relation to the period were properly drawn up, so as to give a true and fair view of :

ACCOUNTING AUDITING
CONSULTING ESTATE PLANNING
FAMILY LAW FINANCE
TAXATION FINANCIAL PLANNING
BOOKKEEPING LITIGATION



BURWOOD MIRANDA CITY
☎ 02 9744 0556 ☎ 02 9744 0556 ☎ 02 9264 5325
☐ 02 9744 0646 ☐ 02 9744 0646 ☐ 02 9744 0646

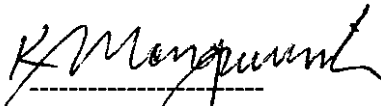
ALL CORRESPONDENCE TO PO Box 150, BURWOOD NSW 1805
EMAIL: info@mangraviti.com.au

Mangraviti Partners

Chartered Accountants

- (b) (i) the financial affairs of the organisation as at 31 December 2003; and
- (ii) the income and expenditure and surplus of the organisation for the year ended 31 December 2003;
- (c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by us or by any person authorised by me for the purpose of the audit, was provided.

We also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, we must report particulars in accord with Section 514 (5) of the Industrial Relations Act and Section 276 (4) of the Workplace Relations Act.



K J Mangraviti
Partner



Mangraviti Partners
Chartered Accountants

Date 12 April, 2004

(1)

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
(RAIL TRAM & BUS UNION)
NEW SOUTH WALES BRANCH**

COMMITTEE OF MANAGEMENT CERTIFICATE

We, Mikolay Lewocki and Robert Norman Hayden being two members of the Committee of Management of the Australian Rail Tram and Bus Industry Union, New South Wales Branch 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 organisation as at 31st December, 2003.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31/12/2003 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there has been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation 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 organisation , have not been furnished or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub-sections 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31st December, 2002 and the auditor's report thereon.

M. Lewocki (signed)

R. Hayden (signed)

Dated: 5 / 3 / 2004

(1)

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
(RAIL TRAM & BUS UNION)
NEW SOUTH WALES BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, Mikolay Lewocki being the Officer responsible for keeping the accounting records of the Australian Rail Tram & Bus Industry Union, New South Wales Branch certify that as at 31/12/2003 the number of members of the organisation was 14,560

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31/12/2003
- ;
- (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 organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than 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 organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Act.


_____ (signed)

Name: Mikolay Lewocki

Position: Branch Secretary

Date 5 / 3 / 2004.

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
(RAIL TRAM & BUS UNION)
NEW SOUTH WALES BRANCH**

SECRETARY' CERTIFICATE

I, Mikolay Lewocki certify that the enclosed copies of the Auditor's Report, accounts and statements of the Australian Rail Tram & Bus Industry Union, New South Wales Branch for the year ended 31/12/2003 are copies of the documents that were supplied to members in April, 2004 and subsequently presented to the general meeting of members/meeting of committee of management held on 21/7/04.

SIGNATURE: Mikolay Lewocki

NAME: Mikolay Lewocki

POSITION: Branch Secretary

Date: 21/7/04

Mangraviti Partners

incorporating the practice of C.W. Bush

Chartered Accountants

PARTNERS

JOE MANGRAVITI CA
Chartered Accountant

KEN MANGRAVITI FCA
Chartered Accountant

CONSULTANT

BILL BUSH FCA
Chartered Accountant

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

For the period ended 31 December 2003

ACCOUNTING AUDITING
CONSULTING ESTATE PLANNING
FAMILY LAW FINANCE
TAXATION FINANCIAL PLANNING
BOOKKEEPING LITIGATION



Liability limited by the Accountants Scheme,
approved under the Professional Standards act 1994 (NSW)

BURWOOD MIRANDA CITY
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ALL CORRESPONDENCE TO PO Box 150, BURWOOD NSW 1805
EMAIL: info@mangraviti.com.au

**Australian Rail Tram & Bus Industry Union
New South Wales Branch
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- 6. Income & Expenditure Account – Bus & Tram
Picnic Fund**
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AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

BALANCE SHEET

As at 31st December 2003

	Note	2003	2002
<u>CURRENT ASSETS</u>			
Cash On Hand	3	3,850	3,850
Cash At Bank	4	2,218,920	2,178,316
Investments	5	1,527,764	753,848
Receivables	6	353,274	293,219
Other	7	--	18,705
		-----	-----
<u>TOTAL CURRENT ASSETS</u>		4,103,808	3,247,938
		-----	-----
<u>NON-CURRENT ASSETS</u>			
Property	8	7,440,000	4,438,253
Office Equipment Etc	9	288,273	309,676
Motor Vehicles	10	252,684	295,023
Sussex Inlet Property & Equip	11	639,991	662,433
		-----	-----
<u>TOTAL NON-CURRENT ASSETS</u>		8,620,948	5,705,385
		-----	-----
<u>TOTAL ASSETS</u>		12,724,756	8,953,323
		-----	-----
<u>CURRENT LIABILITIES</u>			
Accounts Payable	12	192,129	275,065
Provisions	13	342,723	312,390
		-----	-----
<u>TOTAL CURRENT LIABILITIES</u>		534,852	587,455
		-----	-----
<u>TOTAL LIABILITIES</u>		534,852	587,455
		-----	-----
<u>NET ASSETS</u>		12,189,904	8,365,868
		=====	=====
<u>ACCUMULATED FUNDS</u>			
Reserves	14	3,109,103	--
Accumulated Surplus	15	9,080,801	8,365,868
		-----	-----
<u>ACCUMULATED FUNDS</u>		12,189,904	8,365,868
		=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

INCOME AND EXPENDITURE ACCOUNT

For the Year Ended 31st December 2003

	Note	2003	2002
Operating Surplus	2		
General Fund		687,668	137,271
Sussex Inlet Park		25,640	(27,811)
Bus & Tram Fund		1,625	42,139
		<u>714,933</u>	<u>151,599</u>
Add Accumulated Surplus B/Fwd at the beginning of the year		8,365,868	8,214,269
		<u>9,080,801</u>	<u>8,365,868</u>
ACCUMULATED SURPLUS		<u>9,080,801</u>	<u>8,365,868</u>

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

STATEMENT OF CASH FLOWS
For the Year Ended 31st December 2003

	This Year Inflows (Outflows)	Last Year Inflows (Outflows)
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from members	4,753,604	4,264,412
Payments to suppliers and employees	(4,461,143)	(4,391,119)
Interest received	71,782	57,691
Rent received	227,021	191,629
Proceeds from sale of shares	--	62,657
Receipts - other	325,387	277,620
	-----	-----
Net cash provided by (used in) operating activities (Note 2)	916,651	462,890
CASH FLOW FROM INVESTING ACTIVITIES		
Proceeds from (Payment for) property, plant and equipment	(102,130)	(160,926)
	-----	-----
Net cash provided by (used in) investing activities	(102,130)	(160,926)
Net increase (decrease) in cash held		
Cash at beginning of year	814,521	301,964
	2,936,013	2,634,050
	-----	-----
Cash at end of year (Note 1)	3,750,534	2,936,014
	=====	=====

NOTES TO THE STATEMENT OF CASH FLOWS

Note 1: Reconciliation of Cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash at Bank and on Deposit	3,750,534	2,936,014
	-----	-----
	3,750,534	2,936,014
	=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

STATEMENT OF CASH FLOWS
For the Year Ended 31st December 2003

	This Year Inflows (Outflows)	Last Year Inflows (Outflows)
Note 2: Reconciliation of Cash Flow from Operations with profit from ordinary activities after income tax		
Profit from ordinary activities after income tax	714,933	151,599
Depreciation	295,671	331,456
Change in assets and liabilities		
(Increase)/Decrease in receivables	(60,055)	(29,729)
(Increase)/Decrease in prepaid expenses	18,705	--
Increase/(Decrease) in creditors	(82,936)	67,067
Increase/(Decrease) in provision for annual leave	26,675	10,945
Increase/(Decrease) in provision for long service leave	3,658	(68,448)
	-----	-----
Cash flows from operations	916,651	462,890
	=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31st December 2003

GENERAL FUND

	Note	2003	2002
<u>INCOME</u>			
Interest Received		69,612	52,569
Rent Received-Liverpool St		32,204	35,129
Rent Received-Redfern		14,198	11,683
Members Contributions		4,729,812	4,213,939
Advertising		4,500	--
Sale of shares-Trades Hall Assoc		--	62,657
Other Income		253,028	202,500
WorkCover Grant Received		67,859	75,120
		-----	-----
		5,171,213	4,653,597
		-----	-----
TOTAL INCOME		5,171,213	4,653,597
<u>LESS EXPENSES INCURRED</u>			
Air Fares & Travelling Expenses		35,636	15,358
Audit Fees		31,115	30,603
Body Corporate Fees		52,863	59,770
Bank Charges & F.I.D. etc		1,900	2,743
Branch Council Expenses		11,718	15,049
Commission Paid		1,619	3,895
Consultants Fees		189,101	10,110
Depreciation		274,369	303,520
Donations,Affiliations Fees & Subscriptions-Industrial		136,473	106,317
Donations,Affiliation Fees & Subscriptions-Other		6,770	14,706
Council,Executive Expenses & Lost Time		121,518	177,161
Electricity		22,585	19,819
Organising Expenses		69,156	86,565
Fringe Benefits Tax		15,330	19,954
General Expenses		24,351	29,772
Hire - Plant and Equipment		796	5,034
Honorariums-Bus & Trams		12,600	13,770
Insurances - General		23,521	28,228
Legal Expenses		63,692	90,162
Motor Vehicle Expenses		58,651	60,069
Members Training		18,705	32,043
Members Mortality Fund		72,573	57,500
National Council Expenses		11,597	--
Payroll Tax		72,304	84,673
Parking Levy		34,428	--
Postage		24,261	15,003
Printing and Stationery		153,564	131,719
Provision Long Service Leave		3,658	(68,448)

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31st December 2003

GENERAL FUND

	Note	2003	2002
Publications & Subscriptions		6,592	4,703
Remuneration-Office Holders		1,113,340	1,225,759
Remuneration- Other Employees		430,001	449,308
Rail & Road Publishing & Other Costs		73,236	99,132
Rates and Taxes		23,300	17,926
Repairs and Maintenance		89,266	94,483
Staff Fares & Travelling		7,490	9,279
Staff Training		13,681	4,637
Staff Uniforms		5,581	4,641
Superannuation		403,949	524,459
Sustentation National Office		555,535	550,181
Telephone		124,999	128,048
Badges & Other Items		43,279	10,860
Workcover Grant Direct Costs		48,442	47,815
		-----	-----
TOTAL EXPENSES INCURRED		4,483,545	4,516,326
		-----	-----
<u>NET INCOME</u>		687,668	137,271
		=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31st December 2003

SUSSEX INLET PARK

	Note	2003	2002
<u>INCOME</u>			
Interest Received		23	27
Rent Received		180,619	144,817
		-----	-----
		180,642	144,844
		-----	-----
TOTAL INCOME		180,642	144,844
<u>LESS EXPENSES INCURRED</u>			
Depreciation		21,302	27,937
Electricity		12,961	11,339
General Expenses		1,997	4,190
Insurances - General		10,683	8,984
Motor Vehicle Expenses		896	1,009
Rates and Taxes		11,500	8,000
Repairs and Maintenance		26,383	44,529
Telephone		2,932	2,991
Wages		66,348	63,676
		-----	-----
TOTAL EXPENSES INCURRED		155,002	172,655
		-----	-----
<u>NET INCOME</u>		25,640	(27,811)
		=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31st December 2003

BUS & TRAM PICNIC FUND

	Note	2003	2002
<u>INCOME</u>			
Interest Received		2,147	5,097
Members Contributions		83,847	79,660
		-----	-----
		85,994	84,757
		-----	-----
TOTAL INCOME		85,994	84,757
<u>LESS EXPENSES INCURRED</u>			
Picnic Expenses		84,369	42,618
		-----	-----
TOTAL EXPENSES INCURRED		84,369	42,618
		-----	-----
<u>NET INCOME</u>		1,625	42,139
		=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

2003

2002

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- (a) This financial report is a special purpose financial report prepared for use management and members of the union. Management have determined that the union is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AAS 1: Profit and Loss Accounts
AAS 5: Materiality
AAS 8: Events Occurring After Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

- (b) Property, Plant & Equipment.
Property, plant and equipment are included at cost, independent or directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the union.

Freehold property are at independent valuation as at 31 December, 2003. The leasehold property at valuation is at valuations made as at 1/9/92.

Note 2: OPERATING SURPLUS

Operating Profit (Loss)	714,933	151,599
	=====	=====

Other income represents payment made by the Australian Transport Officers Association as part settlement of officers and membership transfer to Rail Tram & Bus Union.

Note 3: CASH ON HAND

Cash on Hand Head Office	1,000	1,000
Cash on Hand loco	350	350
Cash on Hand Bus & Tram	2,000	2,000

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

	2003	2002
Note 3: CASH ON HAND (Continued)		
Cash on Hand Sussex	500	500
	-----	-----
	3,850	3,850
	=====	=====
 Note 4: CASH AT BANK		
CBA Ordinary Account	42,353	226,193
2006 1001 6110		
CBA Jervis Inlet	14,447	13,291
2016 1013 9182		
CBA Funeral Benefit Fund	33,745	103,530
2006 0090 0973		
CBA Bus & Tram Picnic Fund	86,162	65,990
2231 1000 1491		
CBA Loco General Fund	70,847	51,011
2016 1003 0224		
CBA Loco	5,000	183,384
2016 0009 0329		
CBA Loco	6,284	460,223
2016 0078 3934		
CBA Bus & Tram	352,156	224,929
2231 1004 3878		
CBA Bus & Tram	407,921	173,744
2231 1008 0134		
CBA Bus & Tram Training Levy	43,012	53,169
2231 1014 1160		
CBA Training Levy	168,656	162,620
2016 1018 8128		
CBA Loco Training Levy	55,487	203,921
2016 1023 4286		
CBA Fixed Term Deposit	79,389	--
CBA Cash Management Account	354,645	--
Cash at Bank Bill Harris Fund	1,461	--
CBA Cash management Call Account	474,765	234,750
2074 1002 6973		
CBA Credit Card Deposit	12,590	11,561
2016 5008 2205		
CBA Bus & Tram Credit Card Dep	10,000	10,000
2231 5005 9508		
	-----	-----
	2,218,920	2,178,316
	=====	=====
 Note 5: INVESTMENTS		
CBA-Interest Bearing deposit	33,825	30,838
2006 5009 3284		
Encompass Credit Union	9,308	9,285
Loco Cash Management Account		
CBA Bus & Tram-Cash Management	36,583	85,420
1008 6093		

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

	2003	2002
Note 5: INVESTMENTS (Continued)		
CBA Bus & Tram-Cash Management 1012 4758	51,487	443
CBA Bus & Tram Picnic Fund 201098	172,468	189,513
CBA Bus & Tram Deposit Account 201510	343,922	338,199
Melbourne Credit Union	59,244	100,150
CDA 32887211	164,329	--
CDA 32887309	182,089	--
CDA 32887505	474,509	--
	-----	-----
	1,527,764	753,848
	=====	=====
Note 6: RECEIVABLES		
Trade Debtors	349,933	268,771
Receivables	3,341	24,448
	-----	-----
	353,274	293,219
	=====	=====
Note 7: OTHER CURRENT ASSETS		
Prepayments	--	18,705
	=====	=====
Note 8: PROPERTY		
Strata Property- 321 Pitt St Syd (at independent valuation 2003)	3,400,000	2,622,994
7/9-91 Renwick St Redfern- (at independent valuation 2003)	3,000,000	2,021,914
Strata Property-185 L'pl St Syd (at independent valuation 2003.	800,000	495,184
Property-33 Gordon Ave, Hamilton (at independent valuation 2003)	240,000	159,666
Deduct Prov'n for Depreciation	--	(861,505)
	-----	-----
	7,440,000	4,438,253
	=====	=====
Note 9: OFFICE EQUIPMENT ETC (at cost)		
PittSt-Office Equip etc	435,553	409,002
Pitt St Computer Hardware	195,714	188,914
Loco Division-Office & Other Equipment	56,485	53,922
Loco Division-Carpet & Air Conditioner Liverpool St	12,310	12,310
Plant and Equipment	15,264	15,264
Bus & Tram Division-Office equipment Etc	209,235	202,712

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

	2003	2002
Note 9: OFFICE EQUIPMENT ETC (at cost) (Continued)		
Bus & Tram Division-Computer hardware	89,711	86,921
Newcastle-Air Conditioner	1,540	1,540
Deduct Prov'n for Depreciation	(727,539)	(660,909)
	-----	-----
	288,273	309,676
	=====	=====
Note 10: MOTOR VEHICLES		
Motor Vehicles	314,286	351,514
Deduct Prov'n for Depreciation	(61,602)	(56,491)
	-----	-----
	252,684	295,023
	=====	=====
Note 11: SUSSEX INLET PROPERTY & EQUIP		
Leasehold Property -at valuation 1/9/92, plus cost	763,517	763,517
Furniture	77,827	75,803
Plant & Equipment	37,514	37,514
Motor Vehicle	16,800	16,800
Deduct Prov'n for Depreciation	(255,667)	(231,201)
	-----	-----
	639,991	662,433
	=====	=====
Note 12: ACCOUNTS PAYABLE		
Accounts Payable-National Office	86,494	47,956
Accounts Payable-Other	104,161	227,109
Creditors - Other	1,474	--
	-----	-----
	192,129	275,065
	=====	=====
Note 13: PROVISIONS		
Provision for Annual Leave	164,879	138,204
Provision for Long Service Leave	177,844	174,186
	-----	-----
	342,723	312,390
	=====	=====
Note 14: RESERVES		
Asset Revaluation Reserve	3,109,103	--
	=====	=====
Note 15: ACCUMULATED FUNDS		
Unappropriated Profit B-Fwd	9,080,801	8,365,868
	=====	=====

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

2003

2002

Note 16: PROVIDING INFORMATION

Section 512 of the Industrial Relations Act and Section 274 of the Workplace Relations Act provide as follows:

- 1) A member of the organisation, or Industrial Registrar, may apply to the organisation for specified information prescribed by regulations in relation to the organisation (Industrial Regulation 1992, Clause 60 and Workplace Relations Regulations, Clause 110)
- 2) An organisation must, on the making of such application, make the specified information available to members or the Industrial Registrar in the manner and within the time, prescribed by the regulations.

Section 274 of the Workplace Relations Act also provides that a registry may only make an application under (1) above at the request of a member of the organisation, and the registrar shall provide to a member information received because of an application made at the request of the member.

VOLUME 96 No 2 April 2004

RAILROAD

THE MAGAZINE OF THE NSW BRANCH OF THE RAIL, TRAM & BUS UNION

Worldwide Day of Action for Rail Safety



ALSO IN THIS ISSUE:

RailCorp EBA

New Medical Standards

RTBU Annual Accounts

**AUSTRALIAN RAIL, TRAM & BUS UNION
NEW SOUTH WALES BRANCH
ANNUAL ACCOUNTS**

SUMMARY OF FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER, 2003

The financial accounts of AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - NEW SOUTH WALES BRANCH, have been audited in accordance with the provisions of the Industrial Relations Act 1991, and the Workplace Relations Act 1996.

The following summary is provided for members in accordance with Section 517 of the Industrial Relations Act and Section 279 of the Workplace Relations Act.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request same.

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

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER, 2003

	<u>2003</u>	<u>2002</u>
Members Contributions	4,813,659	4,293,599
<u>Other Income</u>	<u>624,190</u>	<u>589,598</u>
<u>TOTAL INCOME</u>	<u>5,437,849</u>	<u>4,883,197</u>
<u>LESS TOTAL EXPENDITURE</u>	<u>4,722,916</u>	<u>4,731,598</u>
<u>OPERATING SURPLUS FOR YEAR</u>	<u>714,933</u>	<u>151,599</u>
<u>INCREASE IN ACCUMULATED FUNDS FOR YEAR</u>	<u>714,933</u>	<u>151,599</u>

BALANCE SHEET AS AT 31st DECEMBER, 2003

<u>ACCUMULATED FUNDS</u>	<u>12,189,904</u>	<u>8,365,868</u>
<u>REPRESENTED BY:</u>		
Current Assets	4,103,808	3,247,938
Fixed Assets	<u>8,620,948</u>	<u>5,705,385</u>
<u>TOTAL ASSETS</u>	<u>12,724,756</u>	<u>8,953,323</u>
<u>LESS TOTAL LIABILITIES</u>	<u>534,852</u>	<u>587,455</u>
<u>NET ASSETS</u>	<u>12,189,904</u>	<u>8,365,868</u>

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

Section 512 of the Industrial Relations Act and Section 274 of the Workplace Relations Act provide as follows:

- (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation (Industrial Regulation 1992, clause 60 and Workplace Relations Regulations, Clause 110)
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner and within the time, prescribed by the regulations.

Section 274 of the Workplace Relations Act also provides that a registry may only make an application under (1) above at a request of a member of the organisation, and the registrar shall provide to a member information received because of an application made at the request of the member.

AUDITORS CERTIFICATE

I certify that the above summary is a fair and accurate summary of the Report, Accounts

and Statements of the AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - NEW SOUTH WALES BRANCH, for the year ended 31st December, 2003. My Auditors Report dated

12 April, 2004 on the Accounts did not contain particulars of any deficiency, failure or shortcomings as referred to in the Industrial Relations Act and the Workplace Relations Act.

K.J. Mangraviti

Partner

Mangraviti Partners

Chartered Accountants

Registered Company Auditor

185 Elizabeth St Sydney - DATE 12/04/2004



Australian Government
Australian Industrial Registry

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

Mr N Lewocki
Branch Secretary
ARTBIU
NSW Branch
Level 4, 321 Pitt Street
SYDNEY NSW 2000

Dear Mr Lewocki

**Re: Lodgement of the Financial Statements and Accounts for the ARTBIU NSW Branch
for the year ending 31 December 2003 (FR2003/729)**

Receipt is acknowledged of the abovementioned financial statements and accounts for the ARTBIU NSW Branch, which were lodged in the Registry on 18 August 2004. Thank you for your attention to this matter. The documents have been filed and may be viewed on the internet at www.e-airc.gov.au/139vnsw/financial.

Loans, Grants and Donations

The Income and Expenditure statement identifies amounts of \$136,473 as "Donations, Affiliation Fees & Subscriptions - Industrial" and \$6,770 as "Donations, Affiliation Fees & Subscriptions - Other". I would like to remind you that if any individual loan, grant or donation exceeds \$1,000 additional information is required to be lodged in the Registry pursuant to s269 of the *Workplace Relations Act 1996*. Attachment "A" to this letter is a copy of s269 for your benefit.

The relevant particulars required about each of these donations are:

- the amount of each
- the purpose for which each was made
- the name and address of the person to whom each amount was paid (unless the donation was made to relieve severe financial hardship - see s269(5)(c).

Should you lodge a statement setting out such particulars, the statement will be placed on a file which is not for public viewing, other than by members of your organisation.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

If you have any queries about this letter please contact me on 02 8374 6618.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

19 August 2004

269 Organisations to notify particulars of loans, grants and donations

- (1) An organisation shall, as soon as practicable after the end of each financial year, lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.
- (2) A statement lodged in the Industrial Registry under subsection (1) shall be signed by an officer of the organisation.
- (3) A statement lodged in the Industrial Registry under subsection (1) may be inspected at any registry, during office hours, by a member of the organisation concerned.
- (4) The relevant particulars, in relation to a loan made by an organisation, are:
 - (a) the amount of the loan;
 - (b) the purpose for which the loan was required;
 - (c) the security given in relation to the loan; and
 - (d) except where the loan was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the loan was made and the arrangements made for the repayment of the loan.
- (5) **The relevant particulars, in relation to a grant or donation made by an organisation, are:**
 - (a) the amount of the grant or donation;**
 - (b) the purpose for which the grant or donation was made; and**
 - (c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.**
- (6) Where an organisation is divided into branches:
 - (a) this section applies in relation to the organisation as if loans, grants or donations made by a branch of the organisation were not made by the organisation; and
 - (b) this section applies in relation to each of the branches as if the branch were itself an organisation.
- (7) For the purposes of the application of this section in accordance with subsection (6) in relation to a branch of an organisation, the members of the organisation constituting the branch shall be taken to be members of the branch.