



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/850-[139V-QLD]

Mr O Doogan
Branch Secretary
Queensland Branch
Australian Rail, Tram and Bus Industry Union
Level 3, PTU House
428 Upper Edward Street
BRISBANE QLD 4000

Dear Mr Doogan

**Re: Australian Rail, Tram and Bus Industry Union-Queensland 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, 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

02/850



Australian
Rail
Tram &
Bus
Industry Union
(Qld Branch)

as

**RAIL
TRAM
&
BUS
UNION**

Level 3
PTU House
428 Upper Edward
Street
Brisbane Q 4000

Public ☎
07 3839 4988 /
07 3839 4701
Public Fax
07 3832 1278

Rail ☎
812423 / 812950
Rail Fax
813504

Email
info@rtbu.com.au

Web address
rtbu.com.au

od:kh

11th August 2003

Deputy Industrial Registrar
Australian Industrial Registry
Level 8 Terrace Towers
80 Williams Street
EAST SYDNEY NSW 2011



**RE: FINANCIAL DOCUMENT FOR PERION ENDING
31/12/2002**

Please find Audited Financial Reports for the Australian Rail Tram and Bus Union (Queensland Branch) for the year ended 31st December 2002.

The ARTBU (Qld Branch) has fulfilled obligations as set out in the Workplace Relations Act as follows:

1. Financial statements have been prepared in compliance with Section 273 of the Act
2. The Audit Report, made in compliance with Section 276(4), is included as an enclosure.
3. A summarised copy of Balance Sheet and Income and Expenditure Statement was provided to each member in a Mailout in July 2003 in accordance with Section 279(2) and is included as an enclosure in accordance with Section 279(2)(a)(b)(c) no deficiency, failure or shortcoming has been recorded by the appointed Auditors.
4. Under section 280(b) the certificate by the Branch Secretary and the Branch President of the RTBU declares that the documents lodged are copies of the documents presented to the meeting full meeting of the management committee in April 2003.

Yours sincerely


OWEN DOOGAN
BRANCH SECRETARY



RAIL TRAM AND BUS UNION OF EMPLOYEES
(QUEENSLAND BRANCH)




SUMMARY OF FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2002

INCOME		\$
Members' Dues		1,911,921
Other Income		160,625
	Total Income	<u>2,072,546</u>
 EXPENSES		
Salaries	Officials	584,749
	Staff	360,121
Affiliation Fees		75,935
Capitation		235,679
Depreciation		50,679
Superannuation		219,415
Other Expenses		614,571
	Total Expenses	<u>2,141,149</u>
Net Income (deficit)		(68,603)
Extraordinary item – recoupmnts and replacement asset provision		60,000
OPERATING DEFICIT		<u>(8,603)</u>
 ASSETS		
Cash and Investments		1,969,558
Property, Furniture, Equipment and Motor Vehicles		1,812,169
	Total Assets	<u>3,781,727</u>
 LIABILITIES		
Sundry Creditors and Provisions		347,783
	Total Liabilities	<u>347,783</u>
 NET ASSETS		<u>3,433,944</u>
 MEMBERS' FUNDS		<u>3,433,944</u>

AUDIT CERTIFICATE: I certify that the above summary is, in my opinion, a fair and accurate summary of the full Financial Statements of the union.

Dated at BRISBANE, this eighteenth day of July 2003.


A J Bellotti
Auditor

Note The Union will provide a full copy of the Financial Statements, Full Audit Report and other statutory certificates free of charge to any members on application to the Branch Secretary.

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2002

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AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

STATEMENT OF THE COMMITTEE OF MANAGEMENT

We, Owen Doogan and John McCarthy being two members of the Committee of Management of the Rail Tram & Bus Union (Queensland Branch), do state on behalf of the committee and in accordance with the resolution passed by the Committee, that:

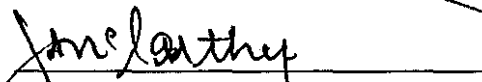
- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2002.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the 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 Sec 274 (2) of the Workplace Relations Act 1996, as amended) 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 rules of the Organisation; and
- (iv) the branch has complied with Sec 279 (1) and 279 (6) of the Act in relation to the financial accounts in respect of the preceding financial year and the Auditor's reports thereon.

BRISBANE

DATE

Signed on behalf of the
Committee of Management


O DOOGAN


J MCCARTHY

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

STATEMENT OF THE ACCOUNTING OFFICER

I, Owen Doogan, being the officer responsible for keeping the accounting records of the Rail Tram & Bus Union (Queensland Branch) certify that as at 31 December 2002, the number of members of the Organisation was 7,496.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch 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 Organisation;
- (iii) Before any expenditure was incurred 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 the purposed 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 Organisation, were made to persons holding office in the Organisation.
- (vi) The register of members of the Branch was maintained in accordance with the Act; and
- (vii) The attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

BRISBANE

DATE


ACCOUNTING OFFICER

AUDITOR'S REPORT TO THE MEMBERS OF
AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

I have audited the accounts of the Rail Tram and Bus Union (Queensland Branch) for the year ended 31 December 2002 as set out on pages 5 to 22. The management of the Organisation is responsible for the preparation and presentation of the accounts and the information contained therein. I have conducted an independent audit of accounts in order to express an opinion on it to the members of the Organisation.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination on a test basis, of evidence supporting the accounts and other disclosures in the accounts, 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 accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and the Workplace Relations Act 1996 so as to present a view of the Organisation which is consistent with our understanding of its financial position, the results of its operations and its cash flows.

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

In my opinion:-

- (a) satisfaction accounting records have been kept by the Organisation so far as appears from my examination of these books, including:
 - (A) records of the sources and nature of the income of the Organisation (including income from members); and
 - (B) records of the nature and purpose of the expenditure of the Organisation.

- (b) the accounts and statements under Sec 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give true and fair view of:
- (A) the financial affairs of the Organisation as at 31 December 2002 and
 - (B) the income and expenditure and any surplus or deficit of the Organisation for the year; and
- (a) the accounts have been prepared in accordance with applicable Australian Accounting Standards.

Where necessary I have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary in the purpose of our audit.

Signed this *5th* Day of *June* 2003

Adrian J Bellotti
Levell
428 Upper Edward Street
BRISBANE QLD 4000



CHARTERED ACCOUNTANT

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	2002	2001
Contributions	1,911,921	1,889,986
Bank & Bond Interest, Dividends	83,063	133,821
Rented Property	67,149	40,908
Insurance Claims	-	-
Sundry Income	10,413	3,122
Refunds - Office Expenses	-	29,095
	<hr/>	<hr/>
	2,072,546	2,096,932
	<hr/>	<hr/>
<u>LESS EXPENDITURE</u>		
Promotional	17,948	17,845
Affiliation Fees	75,935	72,137
Advocate	2,327	5,734
Arbitration	2,167	1,574
Audit fees & Accountancy	8,500	11,000
Bank Charges	2,754	2,432
Branch & District Executive	6,490	6,533
Branch Council	44,135	46,679
Bursary - RTBU	2,000	2,000
Cleaning, Repairs & Maintenance	28,535	48,816
Collectors Commission/Honoraria	36,771	48,896
Computer Costs	14,545	11,608
Conferences & Seminars	28	4,306
Depreciation	50,679	63,547
Donations & Appeals	3,071	2,797
Freight & Cartage	803	3,650
Fringe Benefits Tax	17,723	17,824
Insurance - General	5,845	5,295
- Workers Compensation	3,807	3,609
- Public Risk	9,560	8,448
	<hr/>	<hr/>
	19,212	17,352
	<hr/>	<hr/>

	2002	2001
Labour Day	5,956	2,533
Legal & Court Costs	8,456	2,848
Levies & Fees	297	2,082
Literature	2,699	6,572
Meetings - Industrial/Branch	28,794	10,884
Long Service Leave	1,062	60,324
Mortality Scheme	43,000	37,000
Motor Vehicle Expenses	29,512	36,175
National Executive Expenses	83	799
National Office - Quaterage	235,867	255,031
- Meetings (Misc)	1,875	17,351
	<u>237,742</u>	<u>272,382</u>
Office Expenses & Amenities	2,462	2,425
Organising Expenses	69,736	34,541
Party Expenses (Retired Members)	3,583	5,055
Postage Telex etc	12,448	11,711
Payroll Tax	26,496	15,548
Printing & Stationery	37,966	32,546
Professional Fees	4,434	7,289
ALP Council Expenses	3,144	2,533
Rented Property Expenses	47,048	41,875
Remuneration - Office Bearers	584,749	621,031
- Other	360,121	333,030
	<u>944,870</u>	<u>954,061</u>
Superannuation	219,415	205,277
Rent & Electricity	20,708	19,211
Subscriptions	4,448	2,144
Telephone, Facsimile	46,394	42,352
Travelling	752	1,263
Sundries	6,021	8,539
<u>TOTAL EXPENDITURE</u>	<u>2,141,149</u>	<u>2,202,699</u>

	2002	2001
<u>Operating Surplus (Deficit)</u>	(68,603)	(105,767)
Profit (Loss) on Disposal of Assets	-	(16,439)
<u>Surplus (Deficit for the year)</u>	<u>(68,603)</u>	<u>(122,206)</u>
Extra Ordinary Item - Recoupment of replacement Asset Provision	60,000	-
Surplus (Deficit) After Extra Ordinary Items	<u>(8,603)</u>	<u>(122,206)</u>
General Fund Balance at Beginning of Year	2,669,603	2,791,809
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	<u>\$2,661,000</u>	<u>\$2,669,603</u>

AUSTRALIAN RAIL TRAM BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

SICK AND ACCIDENT FUND - INCOME AND EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	2002	2001
Members' Subscriptions	13,484	13,539
Interest	2,765	828
	<hr/>	<hr/>
	16,249	14,367
	<hr/>	<hr/>
<u>EXPENDITURE</u>		
Payment (Rule 40 (a))	2,996	-
Refunds Paid (Rule 40(a))	-	2,140
Bank Charges	16	9
Investment Purchase Price Adjustment	6,264	-
Divisional Objects Funds	-	-
Withholding Tax	-	1,001
	<hr/>	<hr/>
	9,276	3,150
	<hr/>	<hr/>
<u>NET SURPLUS</u>	6,973	11,217
<u>Fund Balance as at 1 January 2002</u>	146,438	135,221
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2002</u>	153,411	146,438
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AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

RETIREMENT FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Members' Subscriptions	5,294	5,335
Interest Received	798	223
	<hr/>	<hr/>
	6,092	5,558
	<hr/>	<hr/>
<u>EXPENDITURE</u>		
Payments (Rule 40(b))	1,448	1,648
Divisional Objects Fund	-	5
Bank Charges	13	269
Investment Purchase Price Adjustment	1,575	-
	<hr/>	<hr/>
	3,036	1,922
	<hr/>	<hr/>
<u>NET SURPLUS</u>	3,056	3,636
Fund Balance as at 1 January 2002	40,761	37,125
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2002</u>	43,817	40,761
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AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

MORTALITY FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Members' Subscription	5,442	5,434
Interest Received	836	312
	<u>6,278</u>	<u>5,746</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(c))	7,000	2,000
Bank Charges	9	5
Investment Purchase Price Adjustment	2,340	-
Withholding Tax	-	377
	<u>9,349</u>	<u>2,382</u>
<u>NET SURPLUS (Deficiency)</u>	(3,071)	3,364
Fund Balance as at 1 January 2002	54,176	50,812
<u>FUND BALANCE AT 31 DECEMBER 2002</u>	<u>51,105</u>	<u>54,176</u>

AUSTRALIAN RAIL TRAM BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

TRAM & BUS DIVISION

UNION PICNIC FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Members' Subscriptions	16,030	16,086
Interest Received	1	5
Raffle Proceeds	205	305
	<hr/>	<hr/>
	16,236	16,396
	<hr/>	<hr/>
<u>EXPENDITURE</u>		
Amusement & Rides	4,000	4,675
Bank Charges	21	21
Catering	7,501	6,759
Cleaning	447	55
Equipment Hire	2,424	2,441
Rental Venue	150	325
Games & Prizes	200	-
Truck Rental	402	375
Petrol Reimbursement	-	15
	<hr/>	<hr/>
	15,145	14,666
	<hr/>	<hr/>
Net Surplus	1,091	1,730
Fund Balance 1 January 2002	(7,594)	(9,324)
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2002</u>	<u>(6,503)</u>	<u>(7,594)</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

FIGHTING FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Interest Received	1,102	1,897
	<u>1,102</u>	<u>1,897</u>
<u>EXPENDITURE</u>		
Labour Day Shirts	-	1,684
Sundry Expenses	-	332
Bank Charges	-	2
Withholding Tax	-	658
	<u>-</u>	<u>2,676</u>
<u>Nett Surplus Deficit (Deficit)</u> <u>as at 31 December 2002</u>		<u>(799)</u>
<u>Fund Balance as at 1 January 2002</u>	<u>46,998</u>	<u>47,777</u>
<u>FUND BALANCE BEFORE</u> <u>EXTRORDINARY ITEMS</u>	<u>48,100</u>	<u>46,998</u>
Transfer from fighting Fund & Divisional Objectives	6,000	-
Transfer to Fighting Fund & Divisional Objects Fund	3,051	-
FUND BALANCE AT 31 DECEMBER 2002	<u>51,049</u>	<u>46,998</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

FIGHTING FUND & DIVISIONAL OBJECTS FUND

FOR YEAR ENDED 31 DECEMBER 2002

<u>INCOME</u>	<u>2002</u>	<u>2001</u>
Interest Received - Balanced Funds A/c	11,081	8,815
Subscriptions.	11,811	-
	<hr/>	<hr/>
	22,892	8,815
	<hr/>	<hr/>
<u>EXPENDITURE</u>		
Diaries	-	77
Campaign & Industrial Meetings	18,948	-
Bank Charges	14	2
Legal Fees	2,712	222
Floral Tribute	150	100
	<hr/>	<hr/>
	21,824	401
	<hr/>	<hr/>
<u>NET SURPLUS</u>	1,068	8,414
Fund Balance as at 1 January 2002	8,640	226
	<hr/>	<hr/>
FUND BALANCE BEFORE EXTRAORDINARY ITEMS	9,708	8,640
	<hr/>	<hr/>
Transfer to Fighting Fund Term Deposit	6,000	-
Transfer from fighting Fund	3,051	-
	<hr/>	<hr/>
<u>FUND BALANCE T 31 DECEMBER 2002</u>	6,759	8,640
	<hr/>	<hr/>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)
STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2002

<u>CURRENT ASSETS</u>	<u>2002</u>	<u>2001</u>
Cash On Hand	621	604
Cash at Bank - Current Account	54,369	50,611
- Investment Account	147,840	110,015
	<hr/>	<hr/>
	202,830	161,230
	<hr/>	<hr/>
Secured Deposits/Bank Bills	1,557,138	537,022
Deposits & Prepayments	58,537	39,673
District Imprest Bank Accounts	4,000	4,000
Sundry Debtors & Remittances, in Transit	34,160	157,642
Savings Investment	18,735	30,407
Unsecured Deposits	600	1,239,792
Deposits - Non Cash	200	200
GST - Input Tax Credits	-	14,768
	<hr/>	<hr/>
	1,876,200	2,174,734
	<hr/>	<hr/>
<u>NON CURRENT ASSETS</u>		
Real Property (2)	1,614,655	1,364,111
Other (3)	197,514	231,027
	<hr/>	<hr/>
	1,812,169	1,595,138
	<hr/>	<hr/>
<u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	56,660	62,926
Mortality Balanced Fund	21,332	23,674
Retirement Balanced Fund	15,366	16,942
	<hr/>	<hr/>
	93,358	103,542
	<hr/>	<hr/>
<u>TOTAL ASSETS</u>	<hr/>	<hr/>
	3,781,727	3,883,414
	<hr/>	<hr/>

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2002</u>	<u>2001</u>
Provision for Annual Leave	104,857	120,344
Provision for Long Service Leave	64,000	201,637
Sundry Creditors & Accrued Expenses	44,051	212,669
Provision for Asset Replacement	60,000	120,000
Provision for Sick Leave	46,980	46,979
GST - Tax Clearing Account	27,895	-
<u>TOTAL LIABILITIES</u>	<u>347,783</u>	<u>701,629</u>
<u>NET ASSETS</u>	<u>3,433,944</u>	<u>3,181,785</u>
<u>ACCUMULATED FUNDS</u>		
General Fund (5)	2,661,000	2,669,603
Sick and Accident Fund	153,411	146,438
Retirement Fund	43,817	40,761
Mortality fund	51,105	54,176
Union Picnic Fund	(6,503)	(7,594)
Fighting Fund	51,049	46,998
Picnic Fund	10,363	10,363
Asset Revaluation Reserve	462,943	212,400
Fighting & Divisional Objects Fund	6,759	8,640
	<u>3,433,944</u>	<u>3,181,785</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS

FOR YEAR ENDED 30 DECEMBER 2002

	NOTE	2002	2001
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Customers		1,990,005	1,911,264
Interest & Dividends		136,292	71,660
Rent Received		69,731	53,012
Payments to suppliers and employees		(2,388,413)	(2,078,696)
Net cash provided by (used in)			
Operating Activities		<u>(192,385)</u>	<u>(42,760)</u>
CASHFLOWS FROM INVESTING ACTIVITIES			
Proceeds/(Payments) for plant		(17,165)	(84,056)
Proceeds/(Payments) for Buildings		(250,544)	-
Proceeds/(Payments) for Investments			
-Sick & Accident Fund		6,266	(2,059)
-Mortality Fund		2,342	(775)
-Retirement Fund		1,576	(554)
-Provision for Asset Replacement		60,000	-
Extra Ordinary Items		(60,000)	-
Net cash provided by (used in)			
Investing Activities		<u>(257,525)</u>	<u>(87,444)</u>

CASHFLOW FROM FINANCING ACTIVITIES	2002	2001
Proceeds from Borrowings		
Repayment of Borrowings		
Increase (Decrease) in Reserves	260,761	27,583
Net cash provided by (used in)		
Financing Activities	<u>260,761</u>	<u>27,583</u>
Net increase (decrease) in cash held	<u>(189,149)</u>	<u>(102,621)</u>
Cash At Beginning of Year	1,972,450	2,075,071
Cash at end of year	<u><u>1,783,301</u></u>	<u><u>1,972,450</u></u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS

FOR YEAR ENDED 31 DECEMBER 2002

NOTES TO STATEMENT OF CASH FLOWS

1. Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Assets & Liabilities as follows.

	<u>2002</u>	<u>2001</u>
Cash on Hand	621	604
Cash at Bank	77,102	85,017
Savings Investment A/c	147,840	110,015
Secured Deposits/Bank Bills	1,557,138	537,022
Unsecured Deposits	600	1,239,792
	<hr/>	<hr/>
	1,783,301	1,972,450
	<hr/>	<hr/>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2002

	<u>2002</u>	<u>2001</u>
2.Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities		
Profit (Loss) from ordinary Activities	(68,603)	(122,206)
non-cash flows in profit from ordinary activities		
-Depreciation	50,679	63,547
-Net Gain/(Loss) on disposal of assets		16,439
-Non cash Administration Expenses		792
Changes in assets and liabilities		
Increase/(Decrease) in Provisions	(153,125)	30,698
Increase/(Decrease) in Creditors	(140,723)	34,520
(Increase)/Decrease in Prepayments	(4,095)	(5,554)
(Increase)/Decrease in Debtors	123,482	(60,996)
Cashflows from Operations	<u>(192,385)</u>	<u>(42,760)</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2002

1. **BASIS OF ACCOUNTING**

The accounts have been prepared in accordance with generally accepted accounting principles using the accruals basis of accounting.

Australian Accounting Standards and Statement of Accounting Concepts as issued by the joint professional accounting bodies, have been adopted where appropriate.

- (a) Fixed Assets are depreciated using the diminishing value method over the estimated economic life of the asset.
- (b) Provision for employee benefits in the form of Long Service Leave, Accrued Annual Leave (etc) have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (c) No provision for Income Tax is necessary as "Trade Unions" are exempt for Income Tax under Section 50-15 Item 3.2 of the Income Tax Assessment Act 1997

2	<u>NON CURRENT ASSETS - REAL PROPERTY</u>	<u>2002</u>	<u>2001</u>
	At Cost/Valuation	1,614,655	1,364,111
		<hr/>	<hr/>

3	<u>NON CURRENT ASSETS - OTHER</u>		
	Furniture & Fittings at Cost	100,076	96,749
	Less: Provision for Depreciation	61,582	56,184
		<hr/>	<hr/>
		38,494	40,565
		<hr/>	<hr/>

	2002	2001
Office Equipment At Cost	283,789	269,950
Less: Provision for Depreciation	211,110	191,083
	<u>72,679</u>	<u>78,867</u>
Motor Vehicles at Cost	166,175	166,175
Less: Provision for Depreciation	79,834	54,580
	<u>86,341</u>	<u>111,595</u>
	<u>197,514</u>	<u>231,027</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2002

4 **PROVISION FOR ASSET REPLACEMENT**

(i) **Motor Vehicle**

Balance 1 January 2002	60,000
Amount transferred to Income & Expenditure	60,000
Balance 31 December 2002	NIL

(ii) **Plant Building**

Balance 1 January 2002	60,000
Amount transferred from Income & Expenditure	-
Balance 31 December 2002	60,000

Depreciation represents the allocation of cost fixed assets written off against income over the period of usage of that asset and does not provide for the eventual cost of replacing same.

Consideration has been given to the funding required to replace the existing Motor Vehicles and the existing reserve of \$60,000 is no longer considered appropriate.

Building includes air conditioning plant, items such as roofing and guttering, floor coverings and various expendable fittings and fixtures, all of which require eventual replacement or refurbishment, and are included under Fixed Assets Real Property. No provision has been made for depreciation of these items.

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2002

5	<u>General Fund</u>	<u>2002</u>	<u>2001</u>
	Balance beginning of year	2,669,603	2,791,809
	Surplus (Deficit) transferred from Statement of Income & Expenditure	(8,603)	(122,206)
		<hr/> 2,661,000	<hr/> 2,669,603

6 **RELATED PARTY INFORMATION**

1. The ultimate controlling entity of the Branch is the Federal Australian Rail Tram & Bus Industry Union.

NOTICE REQUIRED UNDER THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provision of Sub Sec, (1), (2) and (3) of Sec 274 which reads as follows:

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

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2002

1. **BASIS OF ACCOUNTING**

The accounts have been prepared in accordance with generally accepted accounting principles using the accruals basis of accounting.

Australian Accounting Standards and Statement of Accounting Concepts as issued by the joint professional accounting bodies, have been adopted where appropriate.

- (a) Fixed Assets are depreciated using the diminishing value method over the estimated economic life of the asset.
- (b) Provision for employee benefits in the form of Long Service Leave, Accrued Annual Leave (etc) have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. The method of calculation of estimates is considered to be adequate for the present level of staff accessing these employment benefits.
- (c) No provision for Income Tax is necessary as "Trade Unions" are exempt for Income Tax under Section 50-15 Item 3.2 of the Income Tax Assessment Act 1997

2	<u>NON CURRENT ASSETS - REAL PROPERTY</u>	<u>2002</u>	<u>2001</u>
	At Cost/Valuation	1,614,655	1,364,111
		<hr/>	<hr/>
3	<u>NON CURRENT ASSETS - OTHER</u>		
	Furniture & Fittings at Cost	100,076	96,749
	Less: Provision for Depreciation	61,582	56,184
		<hr/>	<hr/>
		38,494	40,565
		<hr/>	<hr/>



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ms Kay Howarth
Queensland Branch
ARTBIU
Level 3, PTU House
428 Upper Edward Street
BRISBANE QLD 4000

Dear Ms Howarth

Re: Lodgement of Financial Statements & Accounts for the ARTBIU Queensland Branch for the year ending 31 December 2002 (FR2002/850)

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 18 August 2003.

Further to our telephone conversation today, further information is required before the documents can be filed. Could you please supply the following information:

Accounting Officers Certificate/Committee of Management Certificate

The copies of the Accounting Officers Certificate and Committee of Management Certificate received were undated. Could you please supply dated copies of these certificates, or advise in writing what date/s the certificates were signed.

Date of Meeting

In our telephone conversation today, you advised me that the meeting at which the Branch Committee of Management finally accept the documents will take place in the next week. Please confirm in writing the date of that meeting.

Statement of Loans, Grants and Donations

Finally, I note that the Income and Expenditure Statement identifies an amount of \$3,071 as Donations and Appeals. I would like to remind you that pursuant to s269(1) of the *Workplace Relations Act 1996* if any individual donation exceeds \$1,000 then a statement showing the relevant particulars of such donations is required to be lodged in the Registry.

If you have any queries regarding this letter please contact me on (02) 8374 6618.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

21 August 2003

Australian
Rail
Tram &
Bus
Industry Union
(Qld Branch)

as

**RAIL
TRAM
&
BUS
UNION**

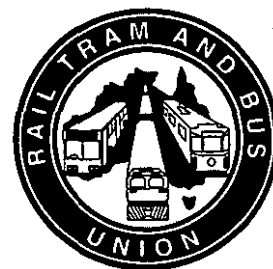
Level 3
PTU House
428 Upper Edward
Street
Brisbane Q 4000

Public ☎
07 3839 4988 /
07 3839 4701
Public Fax
07 3832 1278

Rail ☎
812423 / 812950
Rail Fax
813504

Email
info@rtbu.com.au

Web address
rtbu.com.au



od:kh

18th September 2003

Ms. B. Penna
for Deputy Industrial Registrar
Level 8, Terrace Towers
80 William Street,
EAST SYDNEY NSW 2011



**RE: LODGEMENT OF FINANCIAL STATEMENTS &
ACCOUNTS FOR THE ARTBIU QLD BRANCH
YEAR ENDED 31ST DECEMBER 2002**

Dear Belinda

With reference to your correspondence of 21 August and the subsequent telephone conversation requesting further information required before the above documents could be filed please find attached:

- (1) Dated copy of the Accounting Officers Certificate and Committee of Management Certificate.
- (2) The date of the second meeting of the Branch Committee of Management where final acceptance of the above documents was ratified was held today, 18th September 2003.
- (3) In relation to s269(1) [REDACTED]

It is noted that the meeting date of 18th September 2003 is outside the 84 days after the auditor's report. This has occurred due to difficulties in assembling the Committee of Management prior to this date. Please be assured that in future the timeframe required under the Act will be adhered to.

Should you require any further information or clarification please do not hesitate to contact this office.

Yours sincerely

**OWEN DOOGAN
BRANCH SECRETARY**

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

STATEMENT OF THE COMMITTEE OF MANAGEMENT

We, Owen Doogan and John McCarthy being two members of the Committee of Management of the Rail Tram & Bus Union (Queensland Branch), do state on behalf of the committee and in accordance with the 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 Branch 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 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 Sec 274 (2) of the Workplace Relations Act 1996, as amended) 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 rules of the Organisation; and
- (iv) the branch has complied with Sec 279 (1) and 279 (6) of the Act in relation to the financial accounts in respect of the preceding financial year and the Auditor's reports thereon.


BRISBANE

DATE

11th April 2003.

Signed on behalf of the
Committee of Management


O DOOGAN


J McCARTHY

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

STATEMENT OF THE ACCOUNTING OFFICER

I, Owen Doogan, being the officer responsible for keeping the accounting records of the Rail Tram & Bus Union (Queensland Branch) certify that as at 31 December 2002, the number of members of the Organisation was 7,496.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch 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 Organisation;
- (iii) Before any expenditure was incurred 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 the purposed 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 Organisation, were made to persons holding office in the Organisation.
- (vi) The register of members of the Branch was maintained in accordance with the Act; and
- (vii) The attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

BRISBANE

DATE 11th April 2003


ACCOUNTING OFFICER



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Owen Doogan
Branch Secretary
ARTBIU
Queensland Branch
Level 3, PTU House
428 Upper Edward Street
BRISBANE QLD 4000

Dear Mr Doogan

**Re: Lodgement of Financial Statements and Accounts for the ARTBIU Queensland Branch
for the year ending 31 December 2002 (FR2002/850)**

Receipt is acknowledged of your letter dated 18 September 2003, which was lodged in the Registry on 23 September 2003.

Your letter provided additional information as requested, including dated copies of the Accounting Officers and Committee of Management Certificates, the date of the second meeting of the Branch Committee of Management, and advice concerning donations made by the branch.

Following the receipt of this information, the financial statements and accounts have now been filed. Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

24 September 2003