



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/730-[139V-QLD]

Mr Owen Doogan
Queensland Branch Secretary
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, 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.

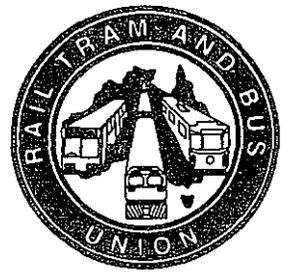
Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna

E-mail: belinda.penna@air.gov.au
9 January 2004

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
Workplace Relations Act Returns 2003

7th June 2004

Australian Industrial Registry
Level 6
Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



**RE: OFFICERS REGISTER
FINANCIAL DOCUMENT FOR PERIOD ENDING
31/12/2003**

Please find enclosed Officer's Register Australian Rail Tram & Bus Union
(Queensland Branch) for year ended 31st December 2003.

Secretary's Certificate

Elections

Please be advised that elections will be held for two positions reported as Vacant
on the Annexure between 1st January 2004 and 31st December 2004.

Should you require any further details please do not hesitate to contact this
office.

Statement of Members

Please be advised that a register of members has been kept and maintained
during the period 1st January 2003 and 31st December 2004 as required under
section ss230(1)(a) and (2).

Please also be advised that the number of members for the ARTBU (Qld) Branch
as at 31st December 2003 totalled 7377. A copy of the Membership of Industrial

Australian
Rail
Tram &
Bus
Industry Union
(Qld Branch)

as

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rtbu.com.au



Organisations forwarded on the 27th February 2004 is attached for your reference and confirmation.

Financial Reports

Please find Audited Financial Reports for the Australian Rail Tram and Bus Union (Queensland Branch) for the year ended 31st December 2003.

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 will be provided to each member in a Mailout in June 2004 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 2004.

Yours sincerely

OWEN DOOGAN
BRANCH SECRETARY

Copy: National Secretary, RTBU, Sydney

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2003

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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

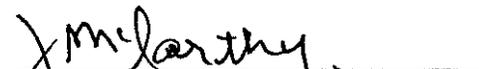
We, Owen Doogan and John McCarthy being two members of the Committee of Management of the Rail Tram & Bus Union (Queensland Branch), do state on behalf of the committee and in accordance with the resolution passed by the Committee, that:

- (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 2003
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 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 Sec 274 (2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents of 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 3rd day of April 2004 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 2003, the number of members of the Organisation was 7,377.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 31 December 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 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 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 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 3rd day of April 2004


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 2003 as set out on pages 5 to 23. 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:-

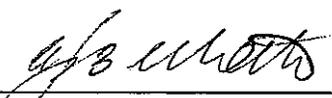
- (a) satisfaction accounting records have been kept by the Organisation so far as appears from my examination of these books, including:
 - (A) records of the sources and nature of the income of the Organisation (including income from members); and
 - (B) records of the nature and purpose of the expenditure 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 2003 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 8th Day of April 2004

Adrian J Bellotti
Level1
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 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Contributions	2,045,366	1,911,921
Bank & Bond Interest, Dividends	79,213	83,063
Rented Property	63,932	67,149
Insurance Claims	-	-
Sundry Income	2,149	10,413
Refunds - Office Expenses	-	-
	<hr/>	<hr/>
	2,190,660	2,072,546
	<hr/>	<hr/>
<u>LESS EXPENDITURE</u>		
Promotional	21,315	17,948
Affiliation Fees	71,862	75,935
Advocate	2,903	2,327
Arbitration	1,441	2,167
Audit fees & Accountancy	10,900	8,500
Bank Charges	1,471	2,754
Branch & District Executive	8,806	6,490
Branch Council	47,495	44,135
Bursary - RTBU	1,000	2,000
Cleaning, Repairs & Maintenance	27,727	28,535
Collectors Commission/Honoraria	53,246	36,771
Computer Costs	17,166	14,545
Conferences & Seminars	10,565	28
Depreciation	51,988	50,679
Donations & Appeals	1,521	3,071
Freight & Cartage	836	803
Fringe Benefits Tax	23,239	17,723
Insurance - General	5,212	5,845
-Workers Compensation	3,784	3,807
-Public Risk	11,996	9,560
	<hr/>	<hr/>
	20,992	19,212
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	2003	2002
Labour Day	4,741	5,956
Legal & Court Costs	0	8,456
Levies & Fees	500	297
Literature	2,269	2,699
Meetings - Industrial/Branch	32,390	28,794
Long Service Leave	42,000	1,062
Mortality Scheme	43,000	43,000
Motor Vehicle Expenses	33,882	29,512
National Executive Expenses	0	83
National Office - Quarterage	254,619	235,867
-Meetings (Misc)	2,497	1,875
	<u>257,116</u>	<u>237,742</u>
Office Expenses & Amenities	1,540	2,462
Organising Expenses	40,940	69,736
Party Expenses (Retired Members)	5,653	3,583
Postage Telex etc	11,408	12,448
Payroll Tax	12,360	26,496
Printing & Stationery	47,600	37,966
Professional Fees	0	4,434
ALP Council Expenses	5,244	3,144
Rented Property Expenses	45,577	47,048
Remuneration - Office Bearers	605,331	584,749
- Other	272,506	360,121
	<u>877,837</u>	<u>944,870</u>
Superannuation	181,916	219,415
Rent & Electricity	22,615	20,708
Subscriptions	11,237	4,448
Telephone, Facsimile	57,195	46,394
Travelling	3,962	752
Sundries	8,847	6,021
<u>TOTAL EXPENDITURE</u>	<u>2,124,302</u>	<u>2,141,149</u>

	2003	2002
<u>Operating Surplus (Deficit)</u>	66,358	(68,603)
Profit (Loss) on Disposal of Assets	(5,020)	-
	<hr/>	<hr/>
<u>Surplus (Deficit for the year)</u>	61,338	(68,603)
	<hr/>	<hr/>
Extra Ordinary Item - Recoupment of replacement Asset Provision	0	60,000
	<hr/>	<hr/>
Surplus (Deficit) After Extra Ordinary Items	61,338	(8,603)
	<hr/>	<hr/>
General Fund Balance at Beginning of Year	2,661,000	2,669,603
	<hr/>	<hr/>
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	2,722,338	2,661,000
	<hr/>	<hr/>

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 2003

<u>INCOME</u>	2003	2002
Members' Subscriptions	14,013	13,484
Interest	1,333	2,765
Investment Purchase Price Adjust.	921	-
	<u>16,267</u>	<u>16,249</u>
<u>EXPENDITURE</u>		
Payment (Rule 40 (a))	2,114	2,996
Refunds Paid (Rule 40(a))	-	-
Bank Charges	10	16
Investment Purchase Price Adjustment	-	6,264
Divisional Objects Funds	-	-
Withholding Tax	-	-
	<u>2,124</u>	<u>9,276</u>
<u>NET SURPLUS</u>	14,143	6,973
<u>Fund Balance as at 1 January 2003</u>	153,411	146,438
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	<u>167,554</u>	<u>153,411</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

RETIREMENT FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Members' Subscriptions	5,483	5,294
Interest Received	374	798
Investment PP Adjust.	248	-
	<u>6,105</u>	<u>6,092</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(b))	1,569	1,448
Divisional Objects Fund	-	-
Bank Charges	6	13
Investment Purchase Price Adjustment	-	1,575
	<u>1,575</u>	<u>3,036</u>
<u>NET SURPLUS</u>	4,530	3,056
Fund Balance as at 1 January 2003	43,817	40,761
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	<u>48,347</u>	<u>43,817</u>

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 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Members' Subscription	6,503	5,442
Interest Received	495	836
Investment PP Adjust.	346	-
	<u>7,344</u>	<u>6,278</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(c))	4,000	7,000
Bank Charges	60	9
Divisional Objects Fund	-	2,340
Withholding Tax	-	-
	<u>4,060</u>	<u>9,349</u>
<u>NET SURPLUS</u>	3,284	(3,071)
Fund Balance as at 1 January 2003	51,105	54,176
Tfr from Invest.RCU	2,000	-
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	<u>56,389</u>	<u>51,105</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 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Members' Subscriptions	16,570	16,030
Interest Received	22	1
Raffle Proceeds	-	205
	<u>16,592</u>	<u>16,236</u>
<u>EXPENDITURE</u>		
Amusement & Rides	-	4,000
Bank Charges	-	21
Catering	-	7,501
Cleaning	-	447
Equipment Hire	-	2,424
Rental Venue	-	150
Games & Prizes	-	200
Truck Rental	-	402
Petrol Reimbursement	-	-
	<u>-</u>	<u>15,145</u>
Net Surplus/Deficit	16,592	1,091
Fund Balance 1 January 2003	(6,503)	(7,594)
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	<u>10,089</u>	<u>(6,503)</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 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Interest Received	890	1,102
	<hr/>	<hr/>
	890	1,102
 <u>EXPENDITURE</u>		
Labour Day Shirts	-	-
Sundry Expenses	-	-
Bank Charges	-	-
Withholding Tax	-	-
	<hr/>	<hr/>
	-	-
 <u>Nett Surplus Deficit (Deficit)</u> <u>as at 31 December 2003</u>	-	-
 <u>Fund Balance as at 1 January 2003</u>	51,049	46,998
	<hr/>	<hr/>
 <u>FUND BALANCE BEFORE</u> <u>EXTRAORDINARY ITEMS</u>	51,939	48,100
	<hr/>	<hr/>
Transfer From Fighting Fund & Divisional Objectives	-	6,000
Transfer to Fighting Fund & Divisional Objects Fund	-	(3,051)
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	51,939	51,049
	<hr/>	<hr/>

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 2003

<u>INCOME</u>	<u>2003</u>	<u>2002</u>
Interest	16	-
Interest Received - Balanced Funds A/c	3,763	11,081
Subscriptions	-	11,811
Interest from Invest.	6,900	-
	<u>10,679</u>	<u>22,892</u>
<u>EXPENDITURE</u>		
Diaries	-	-
Campaign & Industrial Meetings	500	18,948
Bank Charges	14	14
Legal Fees	7,023	2,712
Floral Tribute	120	150
Travel	2,723	-
	<u>10,380</u>	<u>21,824</u>
<u>NET SURPLUS</u>	<u>299</u>	<u>1,068</u>
Fund Balance as at 1 January 2003	6,759	8,640
FUND BALANCE BEFORE EXTRAORDINARY ITEMS	<u>7,058</u>	<u>9,708</u>
Transfer to Fighting Fund Term Deposit	-	(6,000)
Transfer from Fighting Fund	-	3,051
<u>FUND BALANCE AT 31 DECEMBER 2003</u>	<u>7,058</u>	<u>6,759</u>

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

STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2003

<u>CURRENT ASSETS</u>	<u>2003</u>	<u>2002</u>
Cash On Hand	621	621
Cash at Bank - Current Account	244,589	54,369
- Investment Account	147,840	147,840
	<hr/>	<hr/>
	393,050	202,830
Secured Deposits/Bank Bills	1,562,472	1,557,138
Deposits & Prepayments	49,604	58,537
District Imprest Bank Accounts	3,000	4,000
Sundry Debtors & Remittances, in Transit	53,719	34,160
Savings Investment	696	18,735
Unsecured Deposits	619	600
Deposits - Non Cash	200	200
GST - Input Tax Credits	3,230	-
	<hr/>	<hr/>
	2,066,590	1,876,200
 <u>NON CURRENTS ASSETS</u>		
Real Property (2)	1,614,655	1,614,655
Other (3)	227,201	197,514
	<hr/>	<hr/>
	1,841,856	1,812,169
 <u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	57,582	56,660
Mortality Balanced Fund	21,678	21,332
Retirement Balanced Fund	15,614	15,366
	<hr/>	<hr/>
	94,874	93,358
 <u>TOTAL ASSETS</u>		
	<hr/>	<hr/>
	4,003,320	3,781,727
	<hr/>	<hr/>

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2003</u>	<u>2002</u>
Provision for Annual Leave	105,000	104,857
Provision for Long Service Leave	106,000	64,000
Sundry Creditors & Accrued Expenses	145,300	44,051
Provision for Asset Replacement	60,000	60,000
Provision for Sick Leave	50,000	46,980
GST - Tax Clearing Account	-	27,895
<u>TOTAL LIABILITIES</u>	<u>466,300</u>	<u>347,783</u>
<u>NET ASSETS</u>	<u>3,537,020</u>	<u>3,433,944</u>
 <u>ACCUMULATED FUNDS</u>		
General Fund (5)	2,722,338	2,661,000
Sick and Accident Fund	167,554	153,411
Retirement Fund	48,347	43,817
Mortality fund	56,389	51,105
Union Picnic Fund	10,089	(6,503)
Fighting Fund	51,939	51,049
Picnic Fund	10,363	10,363
Asset Revaluation Reserve	462,943	462,943
Fighting & Divisional Objects Fund	7,058	6,759
	<u>3,537,020</u>	<u>3,433,944</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 2003

NOTE	2003	2002
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from Customers	2,040,633	1,990,005
Interest & Dividends	66,536	136,292
Rent Received	63,932	69,731
Payments to suppliers and employees	(1,948,095)	(2,388,413)
Net cash provided by (used in)		
Operating Activities	<u>223,006</u>	<u>(192,385)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds/(Payments) for plant	(86,695)	(17,165)
Proceeds/(Payments) for Buildings	-	(250,544)
Proceeds/(Payments) for Investments	-	-
-Sick & Accident Fund	(922)	6,266
-Mortality Fund	(347)	2,342
-Retirement Fund	(248)	1,576
-Provision for Asset Replacement	-	60,000
-Extra Ordinary Items	-	(60,000)
Net cash provided by (used in)		
Investing Activities	<u>(88,212)</u>	<u>(257,525)</u>

CASH FLOW FROM FINANCING ACTIVITIES	2003	2002
Proceeds from Borrowings	-	-
Repayment of Borrowings	-	-
Increase (Decrease) in Reserves	41,739	260,761
Net cash provided by (used in)		
Financing Activities	<u>41,739</u>	<u>260,761</u>
Net increase (decrease) in cash held	<u>176,533</u>	<u>(189,149)</u>
Cash At Beginning of Year	1,783,302	1,972,450
Cash at end of year	<u><u>1,959,835</u></u>	<u><u>1,783,301</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 2003

NOTES TO STATEMENT OF CASH FLOWS

1. Reconciliation of Cash

For the purpose 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 Flow is reconciled to the related items in the Statement of Assets & Liabilities as follows.

	<u>2003</u>	<u>2002</u>
Cash on Hand	621	621
Cash at Bank	248,283	77,102
Savings Investment A/C	147,840	147,840
Secured Deposits/Bank Bills	1,562,472	1,557,138
Unsecured Deposits	619	600
	<hr/> 1,959,835 <hr/>	<hr/> 1,783,301 <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 2003

	<u>2003</u>	<u>2002</u>
2.Reconciliation of Cash Flow from operations with Profit from Ordinary Activities		
Profit (Loss) from ordinary Activities	61,338	(68,603)
non-cash flows in profit from ordinary activities		
-Depreciation	51,988	50,679
-Net Gain/(Loss) on disposal of assets	5,020	-
-Non cash Administration Expenses	-	-
Changes in assets and liabilities		
Increase/(Decrease) in Provisions	45,163	(153,125)
Increase/(Decrease) in Creditors	70,123	(140,723)
(Increase)/Decrease in Prepayments	8,933	(4,095)
(Increase)/Decrease in Debtors	(19,559)	123,482
Cashflows from Operations	<u>\$223,006</u>	<u>(192,385)</u>

	2003	2002
Office Equipment At Cost	331,183	283,789
Less: Provision for Depreciation	233,126	211,110
	<u>98,057</u>	<u>72,679</u>
Motor Vehicles at Cost	164,707	166,175
Less: Provision for Depreciation	69,717	79,834
	<u>94,990</u>	<u>86,341</u>
	<u>227,201</u>	<u>197,514</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 2003

4 **PROVISION FOR ASSET REPLACEMENT**

(i) **Plant Building**

Balance 1 January 2003	60,000
Amount transferred from Income & Expenditure	-
Balance 31 December 2003	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.

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 2003

5	<u>General Fund</u>	<u>2003</u>	<u>2002</u>
	Balance beginning of year	2,661,000	2,669,603
	Surplus (Deficit) transferred from Statement of Income & Expenditure	61,338	(8,603)
		<hr/> 2,722,338	<hr/> 2,661,000

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 Government
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 the Financial Statements and Accounts for the ATRBIU Queensland Branch for the year ending 31 December 2003 (FR2003/730)

Receipt is acknowledged of the abovementioned financial documents, which were lodged in the Registry on 11 June 2004. Before the documents can be filed, some further information is required.

Summarised Documents/Supply to Members

In your letter dated 7 June 2004 you stated that the documents will be supplied to the members by way of a mail out of a summary of the financial documents. Please supply a copy of the summary, and advise me of the date the mail out to members occurred.

Date of 2nd Meeting/Secretary's Certificate

After the mail out of the summary of the financial documents to the members has occurred, and a period of at least seven clear days has passed to allow the members time to study the documents, the documents are then presented to a general meeting of members, or Branch Committee of Management meeting for final acceptance.

Please advise the date of that second meeting by lodging a Secretary's Certificate, once all of the events described have occurred.

Statement of Loans, Grants and Donations

The Income and Expenditure Statement identifies an amount of \$1,521 in Donations & 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 the donation (as set out in s269 of the Act) is required to be lodged in the Registry.

If you have any enquiries about this letter please telephone me on 02 8374 6618.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

16 June 2004



Contact Officer: Belinda Penna
Telephone No: 02 8374 6618
Facsimile No: 02 9380 6990

Your Reference:
My Reference: FR2003/730

ARTBIU Qld Branch - y/e 31 Dec 2003

I spoke to the Kay in the Queensland Branch today, who advised that due to a hold up with the printing of the summary the Mail Out, which was originally going to be in June, has just occurred this week.

2nd Meeting is going to be held in two or three week's time. Kay will send a copy of the summary and confirmation of supply and second meeting after that.

F/up again if not received by 20 September 2004.

Belinda Penna

19 August 2004



FACSIMILE

TO	Attn: Ms Kay Howarth		
Organisation	ARTBIU Queensland Branch		
Fax Number	07 3832 1278	Phone Number	07 3839 4988
FROM	Belinda Penna		
Email	belinda.penna@air.gov.au		
Location	Australian Industrial Registry		
Fax Number	02 9380 6990	Phone Number	02 8374 6618
No of Pages (including cover)	2	Date	27/09/2004
Please notify sender if not all pages were received.		Time	3:09 PM

Any information about individuals contained in this fax is **CONFIDENTIAL** and may **NOT** be used or disclosed further. If you are **NOT** the intended recipient, please contact the sender **IMMEDIATELY**.

MESSAGE:

Dear Kay,

Please find attached a copy of a letter sent to the Branch dated 16 June 2004. I have not yet received a response to this letter.

I understand that you are on leave this week, but I would appreciate it if on your return you could contact me and advise when the Branch is likely to be able to respond to my letter.

Regards,

Belinda Penna
NSW Registry Officer
AIR

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

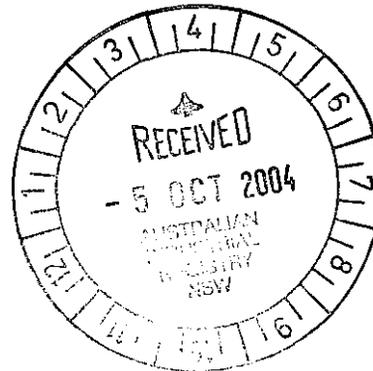
Email
info@rtbu.com.au

Web address
rtbu.com.au

od:kh

1st October 2004

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 2003**

Dear Belinda

With reference to your correspondence of 16 June 2004 and facsimile of 27 September 2004.

Please be advised that members of the Queensland Branch of the Rail Tram & Bus Union were forwarded a summary of financial statements as an inclusion in a general mailout on 3rd September, 2004. Enclosed is a copy of the Summary of Financial for your records.

- (1) The date of the second meeting of the Branch Committee of Management where final acceptance of the above document was ratified was held on Tuesday, 14th September, 2004.
- (2) In relation to s269(1) [REDACTED].

Please accept apologies for the delay in forwarding this certification and documents.

Yours sincerely

**KAY HOWARTH
OFFICE MANAGER**

For

**OWEN DOOGAN
BRANCH SECRETARY**



**RAIL TRAM AND BUS UNION OF EMPLOYEES
(QUEENSLAND BRANCH)**



SUMMARY OF FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2003

<u>INCOME</u>	\$
Members' Dues	2,045,366
Other Income	145,294
Total Income	2,190,660

<u>EXPENSES</u>		
Salaries	Officials	605,331
	Staff	272,506
Affiliation Fees		71,862
Capitation		254,619
Depreciation		51,988
Superannuation		181,916
Other Expenses		686,080
Total Expenses		2,124,302

Net Surplus	66,358
Extraordinary item – recoupments and replacement asset provision	(5,020)
<u>OPERATING SURPLUS</u>	61,338

<u>ASSETS</u>	
Cash and Investments	2,161,464
Property, Furniture, Equipment and Motor Vehicles	1,841,856
Total Assets	4,003,320

<u>LIABILITIES</u>	
Sundry Creditors and Provisions	466,300
Total Liabilities	466,300

NET ASSETS **3,537,020**

MEMBERS' FUNDS **3,537,020**

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 thirteenth day of June 2004.

A J Bellotti
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.



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

Dear Mr Doogan

**Re: Lodgement of Financial Statements and Account for the ARTBIU Queensland Branch
for the year ending 31 December 2003 (FR2003/730)**

Thank you for your letter dated 1 October 2004, which provided the further information requested in my letter of 16 June 2004.

Your letter provided a copy of the Summary of the Financial Statements that was sent to the members by mail out. The summary does not contain a notice pursuant to section 274 of the *Workplace Relations Act 1996*. The footnote to the summary does state that members can obtain "a full copy of the Financial Statements, Full Audit Report and other statutory certificates free of charge". This notice does not fully meet the requirements of s274 of the Act, however, the Registry will accept that the members were informed of the right to obtain a full copy of the financial documents. The notice was included in the complete financial statements for the branch (page 23), which were lodged in the Registry on 11 June 2004.

Following the receipt of this additional information the documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/139vqld/financial.

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.

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

7 October 2004