



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ref: FR2004/727-[139V-QLD]

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

Dear Mr Doogan

Financial Return - year ending 31 December, 2004

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/727**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au or belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



for Deputy Industrial Registrar
20 January 2005

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /
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as soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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within a reasonable time of having received the GPFR

Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /
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SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /
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within 6 months of end of financial year

within 6 months of end of financial year

Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /
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within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Attachment B

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members? Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

CERTIFICATE OF SECRETARY

s268 of Schedule 1B *Workplace Relations Act 1996*

I, *Owen Doogan* being the *Branch Secretary* of the *Australian Rail Tram & Bus Union (Queensland) Branch* certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members of a General Meeting on the 16th April, 2005; and
- The second meeting of the Committee of Management occurred 16th June, 2005 in accordance with section 266 of the RAO Schedule
- That a Concise Financial Report will be included in general mailout to members on the 4th July, 2005.
- A copy of the Concise Financial Report is attached to this certificate. A further meeting of the Committee of Management will occur to ratify the Concise Report on the 29th July, 2005.
- The reporting unit made no donation or grant exceeding \$1000.00.

Signature:


Owen Doogan, Branch Secretary

Date

23rd June, 2005



AUSTRALIAN RAIL TRAM & BUS UNION (QLD) BRANCH

OPERATING REPORT

PRINCIPAL ACTIVITIES
FOR THE YEAR ENDED
31ST DECEMBER, 2004



unity is strength



This Operating Report covers the activities of the Australian Rail Tram & Bus Union (Queensland) Branch, for the calendar year 1 January, 2005 to 31st December, 2004, the results of those activities and any significant changes in the nature of those activities during the year as required under *s.254 Workplace Relations Act 2004*.

1. Principal Activities and Results of the Activities of the Branch Council

The RTBU (Qld) Branch is a member based, federally registered trade union representing members whose usual place of work is located within the State of Queensland. The representation of rail and bus members is across employment within both the public and private arena. The reporting unit's activities are directed by the Queensland Branch Council in accordance with its objectives and rules of registration.

- Implementation of the decisions of the Branch Council.
 - Challenges to the Code of Practice developed and implemented by Queensland Rail.
 - Promotion and pursuance of greater investment in the rail and public transport industry through peak union and appropriate political forums.
 - Champion and campaign that employers have a moral obligation to provide meaningful employment to employees who sustain a disability (whether that disability is sustained because of work related injury or otherwise).
 - Preservation of policies that form part of member's terms and conditions of employment are preserved in industrial instruments
- Implementation of the union's organising agenda including the focus on training and development of officials and delegates in the provision of workplace advice and assistance
 - Commencement of a trial of reorganizing the service to members by State Officials and Southern District Organiser's through the allocation of work to relevant Officers on the basis of providing the best outcome to members.

- Representing members.
 - Provision of industrial support including representation of individual member grievances, access to a legal advice through the provision of a legal clinic.
- Management of information and communications as an instrument designed to support organising.
 - The on going development and enhancement of a membership database for the extraction of relevant data to develop strategic direction in organising members.
 - The investigation and acquisition of an electronic information management system to assist in the assembly of relevant data to develop strategic direction in organising members.

2. Any Significant Changes In Activities

Rule 114 (1), 118 (1) and 119 (2) - To provide a more active opportunity for women in the Branch the affirmative action direction proposed by the Branch Council and created three Council positions for women.

In addition to the formal inclusion of women as Branch Councillors the RTBU (Qld) Branch created a "Women's Committee". The Women's Committee has the power to provide recommendations to Branch Council and in between meeting of the Branch Council, to the Branch Executive.

Rule 119 – Special Provisions relating to Branch Offices and Office Bearers was also amended. This amendment now provides the opportunity for District Executive Presidents and District Executive Vice-Presidents to be elected by secret ballot by and from the members of the District. Previous to this amendment these positions were elected by and from members of the District Executive.

Rule 116 – Composition and Ordinary Meetings of the Branch Divisional Committees.

The amendments to the rule provided for the change from the Light Street/Mayne Depots to Bowen Hills Depot. This amendment reflects the correct name of the Depot.

A further amendment to the rule allows for a proxy delegate elected for each sub-divisional representative from the respective depot. The proxy delegate shall be under the direction of the Sub-Divisional Representative for their respective depot.

Rule 120 – Organisers

The amendment to the rule allows for the Bus & Tram Organiser to service the Bus and Tram Division in the event that the Branch Council agrees to the position of Bus and Tram Organiser.

3. Details of Any Significant Changes in Financial Affairs.

Significant changes in the Branch Office financial affairs include a increase in revenue through an increase in membership subscriptions.

4. Details of The Rights of Members to Resign Affairs.

All members of the RTBU (Qld) have the right to resign from the union in accordance with Rule 14, Resignation from Membership, of the *Rules of the Rail Tram & Bus Union* and Section 174 of the Workplace Relations Act). This is by providing notice addressed and delivered to the Secretary of the Queensland Branch, including via email.

5. Details of Officers and Members Who Hold Positions As Trustees Or Company Directors.

To the best of our knowledge and belief, no officer of the organization, by virtue of their office of the Rail Tram & Bus Union Branch Council held positions as trustees or company directors.

6. Prescribed Information

Number of Members

As at the 31st December, 2004 there were 7,060 members of the RTBU (Qld) Branch.

Number of Employees

As at the 31st December, 2004 the RTBU (Qld) Branch employed thirteen (13) full-time employees and four (4) part-time employees with a total number of 15.2 employees on a full-time equivalent basis.

POSITION	No. Of Employees	No of Employees
	(Full-Time)	(Part-Time)
Elected Paid Officials	6	
Offices of the Union	3	1 (0.4)
Office Manager	1	
Clerical Support	3	1 (.08) 2 (0.4)

Members Of the Committee Of Management

The members of the Branch Council during the year ending 31 December, 2004:

<i>Division/Union Position</i>	<i>Name</i>	<i>Period of Employment</i>
Branch Executive		
Branch President	J McCarthy	01.01.04 – 31.12.04
Branch Senior Vice-President	J N Egerton	01.01.04 – 31.12.04
Branch Junior Vice-President	C Allen	01.01.04 – 31.12.04
Branch Junior Vice-President	L Moffitt	01.01.04 – 31.12.04
Branch Junior Vice-President (Bus)	T J Campbell	01.01.04 – 31.12.04
Branch Secretary	O Doogan	01.01.04 – 31.12.04
Assistant Branch Secretary	D Matters	01.01.04 – 31.12.04

OWEN DOOGAN
BRANCH SECRETARY

16th April, 2005



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

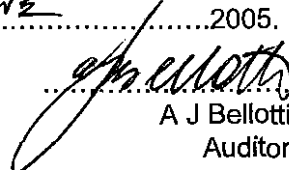


SUMMARY OF FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2004

<u>INCOME</u>	2004 \$	2003 \$
Members' Dues	2,151,468	2,045,366
Other Income	148,101	145,294
Total Income	2,299,569	2,190,660
<u>EXPENSES</u>		
Salaries		
Officials	643,601	605,331
Staff	236,024	272,506
Affiliation Fees	81,727	71,862
Capitation	219,868	254,619
Depreciation	85,859	51,988
Superannuation	187,783	181,916
Other Expenses	694,253	686,080
Total Expenses	2,149,115	2,124,302
Net Surplus	150,454	66,358
Extraordinary item – recoupments and provision of Building Acquisition	(65,474)	(5,020)
<u>OPERATING SURPLUS</u>	84,980	61,338
<u>ASSETS</u>		
Cash and Investments	2,390,343	2,161,464
Property, Furniture, Equipment and Motor Vehicles	1,871,043	1,841,856
Total Assets	4,261,386	4,003,320
<u>LIABILITIES</u>		
Sundry Creditors and Provisions	610,558	466,300
Total Liabilities	610,558	466,300
<u>NET ASSETS</u>	3,650,828	3,537,020
<u>MEMBERS' FUNDS</u>	3,650,828	3,537,020
<u>CASH FLOW</u>		
Cash Flow from Operating Activities	258,310	223,006
Cash Flow from Investment Activities (provisions)	(124,176)	(88,212)
Cash Flow from Financing Activities	28,828	41,739
Net increase (decrease) in cash held	162,962	176,533
Cash at Beginning of Year	1,959,835	1,783,302
Cash at End of Year	2,122,797	1,959,835

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 *man th* day of *JUNE* 2005.


 A J Bellotti
 Auditor

Note This Concise Financial Report has been derived from the full report and cannot be expected to provide a full understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report. 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

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RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2004

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Committee of Management Statement

On the 16th March 2005 the Committee of Management of the Australian Rail Tram and Bus Union (Queensland) Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December, 2004.

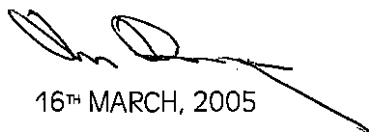
The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year;
 - I. meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - II. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
 - III. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - IV. no requests have been received in relation to information sought by a members of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule.
 - V. there has been no request for inspection of the financial records made by the Commission under section 273 of the RAO Schedule.

For the Committee of management of the Australian Rail Tram & Bus Union (Queensland) Branch.

TITLE OF OFFICE: Branch Secretary

SIGNATURE:



DATE:

16th MARCH, 2005

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:

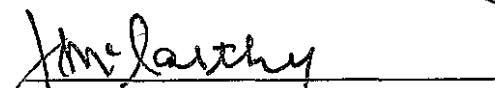
- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2004
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2004 in accordance 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 2004, the number of members of the Organisation was 7,060.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2004.
- (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 2004 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 2004 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 16th Day of April 2005

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 2004

<u>INCOME</u>	2004	2003
Contributions	2,151,468	2,045,366
Bank & Bond Interest, Dividends	71,808	79,213
Rented Property	75,259	63,932
Insurance Claims	-	-
Sundry Income	1,034	2,149
Refunds - Office Expenses	-	-
	<hr/>	<hr/>
	2,299,569	2,190,660
<u>LESS EXPENDITURE</u>		
Promotional	15,105	21,315
Affiliation Fees	81,727	71,862
Advocate	23,280	2,903
Arbitration	1,696	1,441
Audit fees & Accountancy	5,500	10,900
Bank Charges	2,824	1,471
Branch & District Executive	7,276	8,806 -
Branch Council	50,286	47,495 -
Building Maintenance	43,436	18,924
Bursary - RTBU	-	1,000
Cleaning, Repairs & Maintenance	29,089	27,727
Collectors Commission/Honoraria	30,423	53,246
Computer Costs	18,583	17,166
Conferences & Seminars	-	10,565
Depreciation	85,859	51,988 ✓
Donations & Appeals	3,668	1,521
Freight & Cartage	806	836
Fringe Benefits Tax	21,425	23,239
Insurance - General	7,553	5,212
- Workers Compensation	2,871	3,784
- Public Risk	13,093	11,996
	<hr/>	<hr/>
	23,517	20,992
Land Tax	3,022	2,744

	2004	2003
Labour Day	6,346	4,741
Legal & Court Costs	14,538	0
Levies & Fees	2,262	500
Literature	1,978	2,269
Meetings - Industrial/Branch	32,895	32,390
Long Service Leave	28,000	42,000
Mortality Scheme	22,000	43,000
Motor Vehicle Expenses	35,019	33,882
National Office - Quaterage	219,868	254,619
- Meetings (Misc)	(815)	2,497
	<hr/> 219,053	<hr/> 257,116
Office Expenses & Amenities	1,354	1,540
Organising Expenses	87,679	40,940
Party Expenses (Retired Members)	4,661	5,653
Postage Telex etc	19,023	11,408
Payroll Tax	18,589	12,360
Printing & Stationery	27,077	47,600
ALP Council Expenses	1,698	5,244
Rented Property Expenses	24,714	23,909
Remuneration - Office Bearers	643,601	605,331
- Other	236,024	272,506
	<hr/> 879,625	<hr/> 877,837
Superannuation	187,783	181,916
Rent & Electricity	22,100	22,615
Subscriptions	1,778	11,237
Telephone, Facsimile	58,873	57,195
Travelling	2,493	3,962
Sundries	2,055	8,847
<u>TOTAL EXPENDITURE</u>	<hr/> 2,149,115	<hr/> 2,124,302

	2004	2003
<u>Operating Surplus (Deficit)</u>	150,454	66,358
Profit (Loss) on Disposal of Assets	(474)	(5,020)
<u>Surplus (Deficit for the year)</u>	<u>149,980</u>	<u>61,338</u>
Extra Ordinary Item - Provision of Building Acquisition	65,000	0
<u>Surplus (Deficit) After Extra Ordinary Items</u>	<u>84,980</u>	<u>61,338</u>
General Fund Balance Beginning of Year	2,722,338	2,661,000
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	<u>\$2,807,318</u>	<u>\$2,722,338</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 2004

<u>INCOME</u>	2004	2003
Members' Subscriptions	13,183	14,013
Interest	6,307	1,333
Investment Purchase Price Adjust.	-	921
	<u>19,490</u>	<u>16,267</u>
<u>EXPENDITURE</u>		
Payment (Rule 40 (a))	1,173	2,114
Refunds Paid (Rule 40(a))	-	-
Bank Charges	6	10
Investment Purchase Price Adjustment	-	-
Divisional Objects Funds	-	-
Union Payments	38	-
	<u>1,217</u>	<u>2,124</u>
<u>NET SURPLUS</u>	18,273	14,143
<u>Fund Balance as at 1 January 2004</u>	167,554	153,411
<u>FUND BALANCE AT 31 DECEMBER 2004</u>	<u>185,827</u>	<u>167,554</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 2004

<u>INCOME</u>	<u>2004</u>	<u>2003</u>
Members' Subscriptions	5,388	5,483
Interest Received	1,729	374
Investment PP Adjust.	-	248
	<u>7,117</u>	<u>6,105</u>
 <u>EXPENDITURE</u>		
Payments (Rule 40(b))	1,130	1,569
Divisional Objects Fund	-	-
Bank Charges	4	6
Investment Purchase Price Adjustment	-	-
	<u>1,134</u>	<u>1,575</u>
 <u>NET SURPLUS</u>	 5,983	 4,530
Fund Balance as at 1 January 2004	48,347	43,817
 <u>FUND BALANCE AT 31 DECEMBER 2004</u>	 <u>54,330</u>	 <u>48,347</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 2004

<u>INCOME</u>	<u>2004</u>	<u>2003</u>
Members' Subscription	5,272	6,503
Interest Received	2,359	495
Investment PP Adjust.	-	346
	<u>7,631</u>	<u>7,344</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(c))	2,000	4,000
Bank Charges	3	60
Divisional Objects Fund	-	-
Withholding Tax	-	-
	<u>2,003</u>	<u>4,060</u>
<u>NET SURPLUS</u>	5,628	3,284
Fund Balance as at 1 January 2004	56,389	51,105
Tfr from Invest.RCU	-	2,000
<u>FUND BALANCE AT 31 DECEMBER 2004</u>	<u>62,017</u>	<u>56,389</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 2004

<u>INCOME</u>	<u>2004</u>	<u>2003</u>
Members' Subscriptions	15,603	16,570
Interest Received	29	22
Raffle Proceeds	116	-
	<u>15,748</u>	<u>16,592</u>
<u>EXPENDITURE</u>		
Amusement & Rides	6,380	-
Bank Charges	21	-
Catering	7,271	-
Cleaning	361	-
Equipment Hire	5,456	-
Rental Venue	-	-
Games & Prizes	702	-
Truck Rental	417	-
Petrol Reimbursement	-	-
	<u>20,608</u>	<u>-</u>
Net Surplus(Deficit)	(4,860)	16,592
Fund Balance 1 January 2004	10,089	(6,503)
	<u>5,229</u>	<u>10,089</u>
<u>FUND BALANCE AT 31 DECEMBER 2003</u>		
	<u>5,229</u>	<u>10,089</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 2004

<u>INCOME</u>	<u>2004</u>	<u>2003</u>
Interest Received	1,753	890
	<u>1,753</u>	<u>890</u>
 <u>EXPENDITURE</u>		
Labour Day Shirts	-	-
Sundry Expenses	-	-
Bank Charges	-	-
Withholding Tax	-	-
	<u>-</u>	<u>-</u>
 <u>Nett Surplus (Deficit)</u>	 1,753	 890
 <u>Fund Balance as at 1 January 2004</u>	 51,939	 51,049
	<u>51,939</u>	<u>51,049</u>
 <u>FUND BALANCE AT 31 DECEMBER 2004</u>	 53,692	 51,939
	<u>53,692</u>	<u>51,939</u>

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

STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2004

<u>CURRENT ASSETS</u>	<u>2004</u>	<u>2003</u>
Cash On Hand	1,120	621
Cash at Bank - Current Account	343,419	244,589
- Investment Account	147,840	147,840
	<hr/>	<hr/>
	492,379	393,050
Secured Deposits/Bank Bills	1,626,079	1,562,472
Deposits & Prepayments	51,529	49,604
District Imprest Bank Accounts	3,000	3,000
Sundry Debtors & Remittances, in Transit	108,782	53,719
Savings Investment	696	696
Unsecured Deposits	643	619
Deposits - Non Cash	200	200
GST - Input Tax Credits	6,141	3,230
	<hr/>	<hr/>
	2,289,449	2,066,590
 <u>NON CURRENTS ASSETS</u>		
Real Property (2)	1,614,655	1,614,655
Other (3)	256,388	227,201
	<hr/>	<hr/>
	1,871,043	1,841,856
 <u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	61,239	57,582
Mortality Balanced Fund	23,055	21,678
Retirement Balanced Fund	16,600	15,614
	<hr/>	<hr/>
	100,894	94,874
 <u>TOTAL ASSETS</u>	<hr/>	<hr/>
	4,261,386	4,003,320
	<hr/>	<hr/>

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2004</u>	<u>2003</u>
Provision for Annual Leave	115,125	105,000
Provision for Long Service Leave	134,000	106,000
Sundry Creditors & Accrued Expenses	186,433	145,300
Provision for Asset Replacement	-	60,000
Provision for Sick Leave	50,000	50,000
Provision for Building	125,000	-
<u>TOTAL LIABILITIES</u>	<u>610,558</u>	<u>466,300</u>
<u>NET ASSETS</u>	<u>3,650,828</u>	<u>3,537,020</u>
 <u>ACCUMULATED FUNDS</u>		
General Fund (5)	2,807,318	2,722,338
Sick and Accident Fund	185,827	167,554
Retirement Fund	54,330	48,347
Mortality fund	62,017	56,389
Union Picnic Fund	5,229	10,089
Fighting Fund	53,692	51,939
Picnic Fund	10,363	10,363
Asset Revaluation Reserve	462,943	462,943
Fighting & Divisional Objects Fund	9,109	7,058
	<u>3,650,828</u>	<u>3,537,020</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 2004

NOTE

<u>CASH FLOW FROM OPERATING ACTIVITIES</u>	<u>2004</u>	<u>2003</u>
Receipts from Customers	2,101,468	2,040,633
Interest & Dividends	74,724	66,536
Rent Received	68,314	63,932
Payments to suppliers and employees	(1,986,196)	(1,948,095)
Net cash provided by (used in)		
Operating Activities	<u>\$ 258,310</u>	<u>\$ 223,006</u>
 <u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Proceeds/(Payments) for plant	(53,158)	(86,695)
Proceeds/(Payments) for Buildings	-	-
Proceeds/(Payments) for Investments	-	-
-Sick & Accident Fund	(3,657)	(922)
-Mortality Fund	(1,376)	(347)
-Retirement Fund	(985)	(248)
-Provision for Asset Replacement	60,000	-
-Provision for Purchase of Building	(125,000)	-
Net cash provided by (used in)		
Investing Activities	<u>(124,176)</u>	<u>(88,212)</u>

<u>CASH FLOW FROM FINANCING ACTIVITIES</u>	<u>2004</u>	<u>2003</u>
Proceeds from Borrowings	-	-
Repayment of Borrowings	-	-
Increase (Decrease) in Reserves	28,828	41,739
Net cash provided by (used in)		
Financing Activities	<u>28,828</u>	<u>41,739</u>
Net increase (decrease) in cash held	<u>162,962</u>	<u>176,533</u>
Cash At Beginning of Year	1,959,835	1,783,302
Cash at end of year	<u><u>2,122,797</u></u>	<u><u>1,959,835</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 2004

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>2004</u>	<u>2003</u>
Cash on Hand	1,120	621
Cash at Bank	347,115	248,283
Savings Investment A/c	147,840	147,840
Secured Deposits/Bank Bills	1,626,079	1,562,472
Unsecured Deposits	643	619
	<hr/>	<hr/>
	2,122,797	1,959,835
	<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 2004

	<u>2004</u>	<u>2003</u>
2. Reconciliation of cash Flow from operations with Profit from Ordinary Activities		
Profit (Loss) from ordinary Activities	84,707	61,338
non-cash flows in profit from ordinary activities		
-Depreciation	85,859	51,988
-Net Gain/(Loss) on disposal of assets	474	5,020
-Non cash Administration Expenses	-	-
Changes in assets and liabilities		
Increase/(Decrease) in Provisions	103,125	45,163
Increase/(Decrease) in Creditors	41,133	70,123
(Increase)/Decrease in Prepayments	(1,925)	8,933
(Increase)/Decrease in Debtors	(55,063)	(19,559)
Cashflows from Operations	<u>\$258,310</u>	<u>223,006</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 2004

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>2004</u>	<u>2003</u>
	At Cost/Valuation	1,614,655	1,614,655
		<hr/>	<hr/>
3	<u>NON CURRENT ASSETS - OTHER</u>		
	Furniture & Fittings at Cost	102,512	101,119
	Less: Provision for Depreciation	72,907	66,965
		<hr/>	<hr/>
		29,605	34,154
		<hr/>	<hr/>

	2004	2003
Office Equipment At Cost	406,425	331,183
Less: Provision for Depreciation	287,878	233,126
	<u>118,547</u>	<u>98,057</u>
Motor Vehicles at Cost	172,137	164,707
Less: Provision for Depreciation	63,901	69,717
	<u>108,236</u>	<u>94,990</u>
	<u>256,388</u>	<u>227,201</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 2004

4 PROVISION FOR BUILDING ACQUISITION

Balance 1 January 2004	60,000
Amount transferred from Income & Expenditure	65,000
Balance 31 December 2004	125,000

This provision is for the costs which may be sustained with the transfer from the current State Office to a potential new State Office upon purchase/lease of alternative property.

This would include the costs associated with removal of all contents and fixtures from the current office and placement of relevant contents and fixtures into the new State Office. Furthermore costs associated with renovating a new State Office to meet the needs of the Branch.

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 2004

5	<u>General Fund</u>	<u>2004</u>	<u>2003</u>
	Balance beginning of year	2,722,338	2,661,000
	Surplus (Deficit) transferred from Statement of Income & Expenditure	84,980	61,338
		<hr/> 2,807,318	<hr/> 2,722,338

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
Email: sydney@air.gov.au

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

Dear Mr Doogan

Financial return for year ending 31 December 2004 (FR2004/727)

I refer to the documents lodged in the Registry on 29 June 2005 and our phone conversation today in which I indicated I would provide the following comments.

Provision of Full or Concise Report to Members

Your certificate indicates the Branch gave members who attended the general meeting a copy of the full report. This would not satisfy the obligation to provide either the full report or a concise report to members because only those who attended the meeting would receive a copy.

Concise Report

I note the Branch intends to provide a concise report to its members. A copy of a document headed "summary of financial statements for year ending 31 December 2004" was included with the documents lodged. This document would not meet the requirements for a concise report for the following reasons (references are to the RAO Schedule or RAO Regulations)

Concise Financial Report (Reg. 161)

* Profit and Loss Statement (Statement of Income and Expenditure) - r.161(1)(a) - although there is an abbreviated form of this Statement in the documents, the Statement must be presented "as in the full report" - cross references to Notes can be omitted

* Balance Sheet/Statement of Financial Position - this is abbreviated in the concise report - it should also be presented as in the full report although cross references to Notes can be omitted (r.161(a)(ii))

* Statement of Cash Flows - this appears to be abbreviated - it should be presented as in the full report - (r.161(a)(iii)) - cross references to Notes can be omitted

* discussion and analysis of the principal factors etc. - this does not appear to be included (r.161(1)(c))

* reports or statements mentioned in s253(2)(c) - the Reporting Guidelines provide for a Committee of Management Statement which should therefore be included in the Concise Financial Report (r.161(1)) - it is not clear if this is included

* the notice specified in s272(5) - appears to be omitted

The concise report should also include:

* the statement by the auditor referred to in s265(3)(c) - although there is an "audit certificate" the auditor must express an opinion on the matters referred to

* a copy of the operating report

Auditor's Report (p.3 of documents)

The auditor's opinion is expressed the terms of the former provisions of the Workplace Relations Act. Section 257(5) of the RAO Schedule now specifies the matters on which the auditor must express an opinion. Please note this for future financial reports.

Operating Report

Item 5 of the Branch report refers to "officers and members who hold positions as Trustees or Company Directors" but s254(2)(d) asks the Branch to:

d) give details (including details of the position held) of any officer or member of the reporting unit who is:

(i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or

(ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation; and

As you will note, the question is directed to whether officers or members hold the specified positions "where a criterion" for holding that position "is that the officer or member is an officer or member of an registered organisation". Please note this when preparing the next operating report.

Notice under s272(5) of the RAO Schedule

The documents include the notice required under the former provisions of the Act. Please ensure that the general purpose financial report includes the correct notice. Note also that this notice must accompany the concise financial report as mentioned previously.

Further Action

If the concise report sent to members does not meet the requirements of the legislation, I would recommend the Branch prepare a compliant concise report and provide it; following provision to members, the full report should be presented to a committee of management meeting and a copy of the concise report and full report lodged in the Registry. I note that the documents lodged include a full report (subject to the comments which I have made above) so it would not be necessary to re-lodge the same documents. It would be of help if you could confirm that the copies of the general purpose financial report, auditor's report and operating report already lodged on 29 June 2005 were also presented to the meeting following provision of the concise report.

If you would like the Registry to comment on any draft concise report, we would be happy to do so. If you or the auditor have any questions, please contact me on (02) 8374 6666. Copies of the legislation referred to above can also be viewed and downloaded from our website www.airc.gov.au.

Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

8 July 2005

**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



COPY

od:kh

14th February 2006

Deputy Industrial Registrar
Level 8, Terrace Towers
80 William Street,
EAST SYDNEY NSW 2011



**RE: LODGEMENT OF FINANCIAL STATEMENTS &
ACCOUNTS AND SUMMARY OF OPERATING
REPORT FOR THE ARTBIU QLD BRANCH
YEAR ENDED 31ST DECEMBER 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 25th October 2005. 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 1st December, 2005.
- (2) In relation to s269(1) individual donations do not exceed \$1000.00.

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

Yours sincerely

**OWEN DOOGAN
BRANCH SECRETARY**



RAIL TRAM AND BUS UNION OF EMPLOYEES (QUEENSLAND BRANCH)

		2004 \$	2003 \$
STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 31 DECEMBER 2004			
REVENUE			
Members' Dues		2,151,468	2,045,366
Investment Revenue		75,259	79,213
Interest Revenue		71,808	79,213
Sundry Revenue		1,034	2,149
TOTAL REVEUE		2,299,569	2,190,660
EXPENSES			
Salaries	Officials	643,601	605,331
	Staff	236,024	272,506
Affiliation Fees		81,727	71,862
Capitation		219,868	254,619
Depreciation		85,859	51,988
Superannuation		187,783	181,916
Other Expenses		694,253	686,080
TOTAL EXPENDITURE		2,149,115	2,124,302
NET SURPLUS FOR YEAR		150,454	66,358
Extraordinary Item Recoupment's and provision for Building Acquisition		(65,474)	(5,020)
OPERATING SURPLUS		84,980	61,338

		2004 \$	2003 \$
STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER, 2004			
ACCUMULATED FUNDS			
Represented by Net Assets as follows			
CURRENT ASSETS			
Cash		492,379	393,050
Receivables		108,782	53,719
Investments		1,789,182	1,714,695
TOTAL CURRENT ASSETS			
Fixed Assets		1,871,043	1,841,856
TOTAL NON CURRENT ASSETS			
TOTAL ASSETS		4,261,386	4,003,320
LESS: LIABILITIES			
CURRENT LIABILITIES			
Payables		134,000	106,000
Provisions		476,558	360,300
TOTAL CURRENT LIABILITIES		610,558	466,300
TOTAL LIABILITIES		610,558	466,300
NET ASSETS		3,650,828	3,537,020

		2004 \$	2003 \$
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER, 2004			
Cash Flow From Operating Activities			
Receipts from Customers		2,101,468	2,040,633
Interest & Dividends		74,724	66,536
Rent Received		68,314	63,932
Payments to suppliers and employees		(1,986,196)	(1,948,095)
Operating Activities (net cash provided by)		\$258,310	\$223,006
Cash Flows from Investment Activities			
Proceeds (Payments) for plant		(53,158)	(86,695)
Proceeds (Payments) for investments			
Sick & Accident Fund		(3,657)	(922)
Mortality Fund		(1,376)	(347)
Retirement Fund		(985)	(248)
Provision for Asset Replacement		60,000	0
Provision for Purchase of Building		(125,000)	0
Investing Activities (Cash provided by (used in))		(124,176)	(88,212)
Cash Flow from Financing Activities			
Increase (decrease) in Reserves		28,828	41,739
Financing Activities (Cash provided by)		28,828	41,739
Cash at Beginning of Year		1,959,835	1,783,302
Cash at End of Year		2,122,797	1,959,835

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

NOTE 1: BASIC PREPARATION OF THE CONCISE FINANCIAL REPORT

The concise financial report has been prepared in accordance with Accounting Standards and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full report of the Australian Rail Tram and Bus Industry Union, Queensland Branch Council. The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investment activities of Australian Rail Tram and Bus Union, Queensland Branch Council as the full financial report.

The accounting policies have been consistently applied by the entity and are consistent with those of the previous financial year.

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996 the attention of members is drawn to the provisions of Sub-Sections [1], [2], and [3] of Section 272 of Schedule B which reads as follows:

[1] A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

[2] The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

[3] A reporting unit must comply with an application made under subsection (1).

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail Tram and Bus Industry Union, Queensland Branch,

SCOPE

I have audited the concise financial report of Australian Rail Tram and Bus Industry Union, Queensland Branch for the financial year ended 31 December, 2004 comprising the Committee of Management's Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The Committee of Management is responsible for the financial report. I have conducted an independent audit of this financial report in order to express an opinion on it to the members.

My audit has been conducted in accordance with Australian Accounting Standards to provide a reasonable assurance whether the concise financial report is free of material misstatement. I have also performed an independent audit of the full financial report of Australian Rail Tram and Bus Industry Union, Queensland Branch for the year ended 31 December, 2004. My audit report on the full financial report was signed on 17th April, 2005, and was not subject to any qualification.

procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is consistent with the full financial report, and examination, on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which are not only directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report is presented fairly in accordance with Accounting Standards and the Workplace Relations Act 1996.

AUDIT OPINION

In my opinion, the concise financial report of the Australian Rail Tram and Bus Industry Union, Queensland Branch complies with Accounting Standards and the Workplace Relations Act 1996.

A. BELLOTTI

**AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION
QUEENSLAND BRANCH
CONCISE FINANCIAL REPORT**

FOR THE YEAR ENDED 31 DECEMBER 2004

Discussion and Analysis of the Financial Statements

Information on the Australian Rail Tram and Bus Industry Union, Queensland Branch Council Concise Financial Report

The financial statements and disclosures in the concise financial report have been derived from the 2004 financial report of the Australian Rail Tram and Bus Industry Union, Queensland Branch.

A copy of the full financial report and auditors report can be sent to any members, free of charge, upon request.

This discussion and analysis is provided to assist members in understanding the concise report. The discussion and analysis is based on the Australian Rail Tram and Bus Industry Union, Queensland Branch 2004 financial report.

Statement of Financial Performance.

The Surplus attributed to members this year is \$84,980 compared to a surplus of \$61,338 in 2003. This surplus is mainly due to a reduction in operating cost and increase in revenue.

Statement of Financial Position

Total assets increased by \$258,066 due to an increase in investments while total liabilities increased by \$144,258 due to an increase in sundry creditors. As a consequence members funds increased by \$113,080 from the 2003 year.

Statement of Cash Flows

Cash flow from operating activities increased from \$223,006 as at 31 December, 2003 to \$258,310 as at 31st December, 2004. Operating surplus increased by 38% from \$61,338 in 2003 to \$84,980 in 2004. This increase was as a result of:

- An increase in member contributions
- Increase in rent received.

OPERATING REPORT

This Operating Report covers the activities of the Australian Rail Tram & Bus Union, Queensland Branch, for the financial year ended 31st December, 2004, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Branch

The principal activities of the Branch of the Union, during the past year fell into the following categories:

- Implementation of the decisions of the Branch Executive and Branch Council.
- Implementation of the union's organizing agenda, including the focus on training and development of officials and delegates in the provision of workplace advice and assistance.

- Representing members through provision of industrial support including representation of individual member grievance, access to a legal advice through the provision of a legal clinic.
- Management of information and communications as an instrument designed to support organizing.

2. The Branch Council's Financial Affairs

Significant changes in the Queensland Branch's financial affairs include an increase in revenue through an increase in membership subscriptions and the identification reduction in costs.

3. Details of The Rights of Members to Resign Affairs.

All members of the RTBU (Qld) have the right to resign from the union in accordance with **Rule 14, Resignation from Membership**, of the *Rules of the Rail Tram & Bus Union* and Section 174 of the Workplace Relations Act). This is by providing notice addressed and delivered to the Secretary of the Queensland Branch, including via email.

4. Directorship

To the best of our knowledge and belief, no officer of the organization, by virtue of their office of the Rail Tram & Bus Union Branch Council held positions as trustees or company directors.

5. Membership of the Union

Number of Members

As at the 31st December, 2004 there were 7,060 members of the RTBU (Qld) Branch.

6. Number of Employees

As at the 31st December, 2004 the RTBU (Qld) Branch employed thirteen (13) full-time employees and four (4) part-time employees with a total number of 15.2 employees on a full-time equivalent basis.

POSITION	No. Of Employees	
	(Full-Time)	(Part-Time)
Elected Paid Officials	6	
Offices of the Union	3	1 (0.4)
Office Manager	1	
Clerical Support	3	1 (.08) 2 (0.4)

7. Members Of the Committee Of Management

The members of the Committee of Management during the year ending 31 December, 2004 were as follows:

<i>Division/Union Position</i>	<i>Name</i>	<i>Period of Employment</i>
Branch Executive		
Branch President	J McCarthy	01.01.04 – 31.12.04
Branch Senior Vice-President	J N Egerton	01.01.04 – 31.12.04
Branch Junior Vice-President	C Allen	01.01.04 – 31.12.04
Branch Junior Vice-President	L Moffitt	01.01.04 – 31.12.04
Branch Junior Vice-President (Bus)	T J Campbell	01.01.04 – 31.12.04
Branch Secretary	O Doogan	01.01.04 – 31.12.04
Assistant Branch Secretary	D Matters	01.01.04 – 31.12.04

COMMITTEE OF MANAGEMENT STATEMENT

On the 16th April, 2005 the Branch Council of the Rail Tram and Bus Union passed the following resolution in relation to the general purpose financial report (GPFR) of the Queensland Branch for the year ended 31st December, 2004.

The Branch Council declares in relation to the GPFR that in its opinion:

- a) The financial report and notes comply with the Australian Accounting Standards
- b) The financial report and notes comply with the reporting guidelines of the Industrial Registry
- c) The financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Queensland Branch for the financial year ended 31st December, 2004.
- d) There are reasonable grounds to believe that the Queensland Branch will be able to pay its debts as and when they become due and payable; and
- e) During the financial year ended 31st December, 2004 and since the end of the financial year:
 - o Meetings of the Branch Executive and Branch Council were held in accordance with the rules of the organization; and
 - o The financial records of the Queensland Branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - o The financial records of the Queensland Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organization; and
 - o The information sought in any respect of a member of the Queensland Branch or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - o There has been compliance with any order for inspection of the financial records made by the Commission under section 272 of Schedule 1B to the Workplace Relations Act 1996.

Signed in accordance with a resolution of the Branch Council.

OWEN DOOGAN

16th April, 2005



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

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

Dear Mr Doogan

Re: Financial Statements and Accounts for the year ending 31 December 2004 (FR2004/727)

I refer to the copy of the Concise report which was lodged in the Registry on 21 April 2006.

I would like to point out the following for your future reference when preparing your financial documents.

Concise Report

S265(2) of the RAO Schedule 1 sets out that the Committee of Management of a reporting unit (branch) must resolve that a Concise report is to be provided to its members.

A statement that the Committee of Management have resolved to provide a Concise report to members should be included in the Concise report.

Also, I note that the Audit Report included in the Concise report is not signed or dated. Please ensure that if a Concise report is prepared for future financial reporting periods that all documents included in the report are fully signed and dated.

The financial documents for the year ending 31 December 2004 have now been filed.

Yours sincerely,

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

Belinda Penna
for Deputy Industrial Registrar

26 April 2006