



Ref: FR2005/613 -[139V-QLD]

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

Dear Mr Doogan

Re: Australian Rail, Tram and Bus Industry Union-Queensland Branch - Outstanding Financial Documents - *Workplace Relations Act 1996*

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2005. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2006.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **22 August, 2006:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when

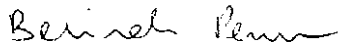
¹ Schedule 1B of the Workplace Relations Act 1996

- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6666. In reply please quote: **FR2005/613**.

Yours sincerely



Belinda Penna

E-mail: riasydney@air.gov.au

1 August, 2006



Australian Government
Australian Industrial Registry

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

Ref: FR2005/613

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

Dear Mr Doogan,

Financial Return - year ending 31 December, 2005

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*.

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.

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: **FR2005/613**.

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 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
27 January 2006

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:

¹RAO 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.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable


CERTIFICATE OF SECRETARY

S268 of Schedule 1B *Workplace Relations Act 1996*

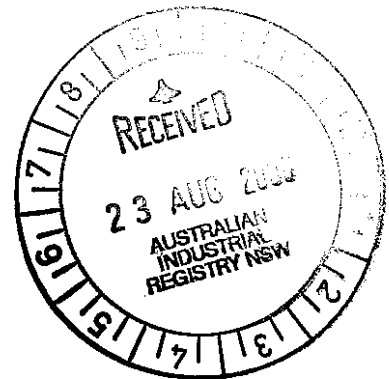
I, **Owen Doogan** being the Branch Secretary of the Australian Rail Tram and Bus Industry – Queensland certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- That a concise report is being provided to members on 25th August, 2006 and the Second Meeting is scheduled for the 7th September, 2006.
- That the full report was presented to a general meeting of the committee of management of the reporting unit on the 21st April, 2006, in accordance with section 266 of the RAO Schedule.

Signature



Date 18.10.06



RAIL TRAM AND BUS UNION OF EMPLOYEES (QUEENSLAND BRANCH)

2005 \$

2004 \$

STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 31 DECEMBER 2005**REVENUE**

Members' Dues	2,131,017	2,151,468
Investment Revenue	64,544	75,259
Interest Revenue	80,049	71,808
Sundry Revenue	1,431	1,034
TOTAL REVEUE	2,277,041	2,190,660

EXPENSES

Salaries	Officials	743,503	643,601
	Staff	239,325	236,024
Affiliation Fees		72,998	81,727
Capitation		222,271	219,868
Depreciation		74,784	85,859
Superannuation		192,600	187,783
Other Expenses		681,291	694,253
TOTAL EXPENDITURE		2,226,772	2,124,302
NET SURPLUS FOR YEAR		50,269	150,454
Extraordinary Item Recoupment's and provision for Building Acquisition		3,855	(5,020)

OPERATING SURPLUS

54,124

84,980

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER, 2005**ACCUMULATED FUNDS**

Represented by Net Assets as follows

CURRENT ASSETS

Cash	387,946	492,379
Receivables	97,745	108,782
Investments	1,813,384	1,789,182

TOTAL CURRENT ASSETS

Fixed Assets	1,883,148	1,871,043
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TOTAL NON CURRENT ASSETS

TOTAL ASSETS	4,182,223	4,261,386
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LESS: LIABILITIES**CURRENT LIABILITIES**

Payables	172,152	186,433
Provisions	275,000	424,124

TOTAL CURRENT LIABILITIES

447,152

610,558

TOTAL LIABILITIES

447,152

610,558

NET ASSETS

3,735,071

3,650,828

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER, 2004**Cash Flow From Operating Activities**

Receipts from Customers	2,139,345	2,101,468
Interest & Dividends	79,867	74,724
Rent Received	68,594	68,314
Payments to suppliers and employees	(2,342,029)	(1,986,196)
Operating Activities (net cash provided by)	(54,223)	\$258,310

Cash Flows from Investment Activities

Payments for Plant & Equipment	(84,770)	-
Proceeds (Payments) for plant	22,727	(53,158)
Proceeds/(Payments) for Buildings	(20,692)	-
Proceeds (Payments) for Investments		
Sick & Accident Fund	(2,506)	(3,657)
Mortality Fund	(943)	(1,376)
Retirement Fund	(674)	(985)
Provision for Asset Replacement	-	60,000
Provision for Purchase of Building	-	(125,000)
Investing Activities (Cash provided by (used in))	(86,858)	(124,176)

Cash Flow from Financing Activities

Increase (decrease) in Reserves	30,120	28,828
Financing Activities (Cash provided by)	30,120	28,828
Cash at Beginning of Year	2,122,797	1,959,835
Cash at End of Year	2,011,836	2,122,797

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, 2005 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, 2005. My audit report on the full financial report was signed on 24th April, 2006 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

24th April 2006
DATE

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

FOR THE YEAR ENDED 31 DECEMBER 2005

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 2005 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 2005 financial report.

Statement of Financial Performance.

The Surplus attributed to members this year is \$54,124 compared to a surplus of \$84,980 in 2004. This surplus is mainly due to a reduction in operating cost and a decrease in revenue.

Statement of Financial Position

Total assets decreased by \$79,163 due to a decrease in current assets via cash and investments while total liabilities decreased by \$163,406 due to a decrease in provisions and sundry creditors. As a consequence members funds increased by \$84,243 from the 2004 year.

Statement of Cash Flows

Cash flow from operating activities decreased from \$258,310 as at 31 December, 2004 to \$54,223 as at 31st December, 2005. Operating cash decreased by 36% to \$54,124 in 2004 from \$84,980 in 2004. This decrease was as a result of:

- An decrease in member contributions
- Decrease in rent received.
- An increase in remuneration due to Official retirements

OPERATING REPORT

This Operating Report covers the activities of the Australian Rail Tram & Bus Union, Queensland Branch, for the financial year ended 31st December, 2005, the results of those activities and any significant changes in the nature of those activities during the year.

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.
 - Participation in a united unions' campaign against the attack on wages and conditions and the quality of life of Australians.
 - Campaign for the protection of current conditions of members in the translation between the State system and the Federal system.
 - 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).
- 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
 - In recognizing and developing collaboratively the role of Rail Branch Divisional Committees and the role of Sub Branches
 - Through the development "Workplace Organising Committees Structure" for the Brisbane, Rockhampton and Townsville Sub Branches
- Representing members.
 - Provision of industrial support including representation of individual member grievances, access to a legal advice through the continuing provision of a legal clinic.
 - Creation of a temporary National Traincrew Organiser
- Management of information and communications as an instrument designed to support organising.
 - The on going development, training and enhancement of electronic information management system to assist in the assembly of relevant data and the capture of knowledge to develop strategic direction in organising members and increasing the profile and relevance of the unions in general and the RTBU in particular.

2. Any Significant Changes In Activities

There were no significant changes in the activities of the RTBU – Qld during 2005.

3. Details of Any Significant Changes in Financial Affairs.

Significant changes in the Branch Office financial affairs include a decrease in revenue through a reduction in rental property funds and a slight decline 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, 2005 there were 7,148 members of the RTBU (Qld) Branch.

Number of Employees

As at the 31st December, 2005 the RTBU (Qld) Branch employed fourteen (14) full-time employees and four (4) part-time employees with a total number of 16.2 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	4	1 (0.4)
Office Manager	1	
Clerical Support	3	1 (.08)

Members Of the Committee Of Management

The members of the Committee of Management during the year ending 31 December, 2005 were as follows:

<i>Division/Union Position</i>	<i>Name</i>	<i>Period of Employment</i>
Branch Executive		
Branch President	J McCarthy	01/01/05 – 26/12/05
Branch Senior Vice-President	J N Egerton	01.01.05 – 31.12.05
Branch Junior Vice-President	C Allen	01.01.05 – 31.12.05
Branch Junior Vice-President	L Moffitt	01.01.05 – 31.12.05
Branch Junior Vice-President (Bus)	T J Campbell	01.01.05 – 31.12.05
Branch Secretary	O Doogan	01.01.05 – 31.12.05
Assistant Branch Secretary	D Matters	01.01.05 – 31.12.05

COMMITTEE OF MANAGEMENT STATEMENT

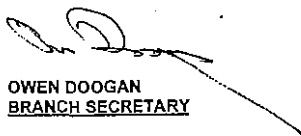
On the 19th April, 2006 the Committee of Management of the Australian Rail Tram & Bus Industry Union – Queensland passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December, 2005.

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 Australian Rail Tram & Bus Industry Union – Queensland for the financial year ended 31st December, 2006;
- (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 Branch Executive were held in accordance with the rules of the organisation including the rules of a Branch Council; and
 - II. The financial affairs of the Branch Council have been managed in accordance with the rules of the organisation including the rules of the Branch Council; and
 - III. The financial affairs of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations, and
 - IV. The financial records of the Branch Council have been kept as far as practical, in a consistent manner to each of the other branches of the organisation; and
 - V. The information sought in any request of a member of the Branch Council 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 the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996.

It was further resolved to supply all members of the Branch with a Concise report of the financial statements for the year ended 31st December, 2005

21st April, 2006


OWEN DOOGAN
BRANCH SECRETARY

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION - (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2005

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10	Income and Expenditure - Mortality Fund
11	Income and Expenditure - Union Picnic Fund
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14-15	Statement of Assets and Liabilities
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20-23	Notes to and forming part of the Financial Accounts

COMMITTEE OF MANAGEMENT STATEMENT

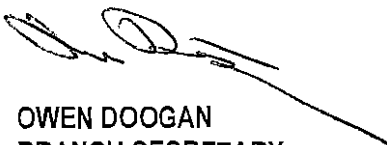
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- (d) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) During the financial year to which the GPFR relates and since the end of that year:
 - I. Meetings of the Branch Executive were held in accordance with the rules of the organisation including the rules of a Branch Council; and
 - II. The financial affairs of the Branch Council have been managed in accordance with the rules of the organisation including the rules of the Branch Council; and
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 - IV. The financial records of the Branch Council have been kept as far as practical, in a consistent manner to each of the other branches of the organisation; and
 - V. The information sought in any request of a member of the Branch Council 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 the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996.

It was further resolved to supply all members of the Branch with a Concise report of the financial statements for the year ended 31st December, 2005

For the Committee of Management



OWEN DOOGAN
BRANCH SECRETARY

21st April, 2006

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 2005, the number of members of the Organisation was 7,007.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2005.
- (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 *21st April, 2006*


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 2005 and 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 2005 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 24th Day of April 2006

Adrian J Bellotti
Level 1
428 Upper Edward Street
BRISBANE QLD 4000



CHARTERED ACCOUNTANT

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION 0 QUEENSLAND
AS
RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 31 DECEMBER 2005

<u>INCOME</u>	2005	2004
Contributions	2,131,017 ✓	2,151,468
Bank & Bond Interest, Dividends	80,049 ✓	71,808
Rented Property	64,544 ✓	75,259
Sundry Income	1,431 ✓	1,034
	<hr/>	<hr/>
	2,277,041	2,299,569
<u>LESS EXPENDITURE</u>		
Promotional	17,408	15,105
Affiliation Fees	72,998 ✓	81,727
Advocate	5,723	23,280
Arbitration	1,881	1,696
Audit fees & Accountancy	7,425	5,500
Bank Charges	2,963	2,824
Branch & District Executive	17,088	7,276
Branch Council	34,921	50,286
Building Maintenance		43,436
Cleaning, Repairs & Maintenance	25,665	29,089
Collectors Commission/Honoraria	12,830	30,423
Computer Costs	25,202	18,583
Conferences & Seminars	4,161	-
Depreciation	74,784 ✓	85,859
Donations & Appeals	2,658	3,668
Freight & Cartage	1,152	806
Fringe Benefits Tax	13,984	21,425
Insurance - General	15,475	7,553
- Workers Compensation	3,302	2,871
- Public Risk	12,802	13,093
	<hr/>	<hr/>
	31,579	23,517
Land Tax	3,092	3,022

	2005	2004
Labour Day	12,475	6,346
Legal & Court Costs	15,238	14,538
Levies & Fees	1,729	2,262
Literature	2,589	1,978
Meetings - Industrial/Branch	51,141	32,895
Long Service Leave	28,079	28,000
Mortality Scheme	30,000	22,000
Motor Vehicle Expenses	41,927	35,019
National Executive Expenses	1,350	-
National Office - Quarterage	222,271 ✓	219,868
- Meetings (Misc)	-	(815)
	<hr/> 222,271	<hr/> 219,053
	<hr/>	<hr/>
Office Expenses & Amenities	1,779	1,354
Organising Expenses	48,085	87,679
Party Expenses (Retired Members)	6,473	4,661
Postage etc	10,908	19,023
Payroll Tax	36,257	18,589
Printing & Stationery	38,646	27,077
ALP Council Expenses	3,047	1,698
Rented Property Expenses	44,584	24,714
Remuneration - Office Bearers	743,503 ✓	643,601
- Other	239,325 ✓	236,024
	<hr/> 982,828	<hr/> 879,625
	<hr/>	<hr/>
Superannuation	192,600 ✓	187,783
Rent & Electricity	23,027	22,100
Subscriptions	6,568	1,778
Telephone, Facsimile	54,439	58,873
Travelling	3,694	2,493
Sundries	11,524	2,055
<u>TOTAL EXPENDITURE</u>	<hr/> 2,226,772 ✓	<hr/> 2,149,115

	2005	2004
<u>Operating Surplus (Deficit)</u>	50,269	150,454
Profit (Loss) on Disposal of Assets	3,855	(474)
<u>Surplus (Deficit for the Year)</u>	<u>54,124</u>	<u>149,980</u>
Extra Ordinary Item - Provision of Building Acquisition	-	65,000
Surplus (Deficit) After Extra Ordinary Items	<u>-</u>	<u>84,980</u>
General Fund Balance Beginning of Year	2,807,318	2,722,338
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	<u>2,861,442</u>	<u>2,807,318</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 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Members Subscriptions	14,655	13,183
Interest	10,223	6,307
Investment Purchase Price Adjust	2,506	
Transfer from RCU Savings A/C	2,524	
	<u>29,908</u>	<u>19,490</u>
<u>EXPENDITURE</u>		
Payment (Rule 40 (a))	1,546	1,173
Refunds Paid (Rule 40 (a))	-	-
Bank Charges	3	6
Divisional Objects Funds	10,139	
Union Payments	370	38
	<u>12,058</u>	<u>1,217</u>
<u>NET SURPLUS</u>	17,850	18,273
<u>Fund Balance as at 31 January 2005</u>	185,827	167,554
<u>FUND BALANCE AT 31 DECEMBER 2005</u>	<u>203,677</u>	<u>185,827</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 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Members Subscriptions	5,927	5,388
Interest Received	2,762	1,729
Investment PP Adjust	675	
Transfer From RCU	704	
	<hr/>	<hr/>
	10,068	7,117
 <u>EXPENDITURE</u>		
Payments (Rule 40 (b))	873	1,130
Divisional Objects Fund	2,731	
Bank Charges	1	4
	<hr/>	<hr/>
	3,605	1,134
 <u>NET SURPLUS</u>		
	6,463	5,983
Fund Balance as at 31 January 2005	54,330	48,347
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2005</u>	60,793	54,330
	<hr/>	<hr/>

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 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Members Subscription	5,856	5,272
Interest Received	3,838	2,359
Investment PP Adjust	943	
RCU Savings	939	
	<u>11,576</u>	<u>7,631</u>
<u>EXPENDITURE</u>		
Payments (Rule 40 (c))	3,000	2,000
Bank Charges	3	3
Divisional Objects Fund	3,814	
	<u>6,817</u>	<u>2,003</u>
<u>NET SURPLUS</u>	4,759	5,628
Fund Balance as at 11 January 2005	62,017	56,389
<u>FUND BALANCE AT 31 DECEMBER 2005</u>	<u>66,776</u>	<u>62,017</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 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Members Subscriptions	17,422	15,603
Interest Received	30	29
Raffle Proceeds		116
	<hr/>	<hr/>
	17,452	15,748
	<hr/>	<hr/>
<u>EXPENDITURE</u>		
Amusement & Rides	9,455	6,380
Bank Charges	21	21
Catering	6,608	7,271
Cleaning	245	361
Equipment Hire	3,431	5,456
Rental Venue	200	
Games & Prizes	834	702
Truck Rental	624	417
Petrol Reimbursement		
	<hr/>	<hr/>
	21,418	20,608
	<hr/>	<hr/>
Net Surplus (Deficit)	(3,966)	(4,860)
Fund Balance 1 January 2005	5,229	10,089
	<hr/>	<hr/>
<u>FUND BALANCE AT 31 DECEMBER 2005</u>	1,263	5,229
	<hr/>	<hr/>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

FIGHTING FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Interest Received	1,702	1,753
	<hr/>	<hr/>
	1,702	1,753
 <u>EXPENDITURE</u>		
Labour Day Shirts	-	-
Sundry Expenses	-	-
Bank Charges	-	-
Withholding Tax	-	-
	<hr/>	<hr/>
	-	-
 <u>Nett Surplus (Deficit)</u>	1,702	1,753
 <u>Fund Balance as at 11 January 2005</u>	53,692	51,939
	<hr/>	<hr/>
 <u>FUND BALANCE AT 31 DECEMBER 2005</u>	55,394	53,692
	<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 2005

<u>INCOME</u>	<u>2005</u>	<u>2004</u>
Interest	28	17
Interest Received - Balanced Funds A/C	8,440	3,659
Subscriptions		
Transfer from RCU	6,000	6,000
	<u>14,468</u>	<u>9,676</u>
<u>EXPENDITURE</u>		
Computer Resources		844
Campaign & Industrial Meetings		5,219
Bank Charges	9	16
Legal Fees	4,405	
Floral Tribute		120
Travel		1,176
Donation	520	250
Conferences & National Council	3,999	
Computer Equipment	2,075	
Medical Fees	150	
	<u>11,158</u>	<u>7,625</u>
<u>NET SURPLUS</u>	3,310	2,051
Fund Balance as at 1 January 2005	9,109	7,058
	<u>12,419</u>	<u>9,109</u>
<u>FUND BALANCE AT 31 DECEMBER 2005</u>	12,419	9,109

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

STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2005

<u>CURRENT ASSETS</u>	<u>2005</u>	<u>2004</u>
Cash on Hand	621	1,120
Cash at Bank - Current Account	239,485	343,419
- Investment Account	147,840	147,840
	<hr/> 387,946 ✓	<hr/> 492,379 ✓
Secured Deposits/Bank Bills	1,620,891	1,626,079
Deposits & Prepayments	79,208	51,529
District Imprest Bank Accounts	3,000	3,000
Sundry Debtors & Remittances, in Transit	97,745 ✓	108,782 ✓
Savings Investment	-	696
Unsecured Deposits	-	643
Deposits - Non Cash	200	200
GST - Input Tax Credits	5,067	6,141
	<hr/> 2,194,057	<hr/> 2,289,449
<u>NON CURRENTS ASSETS</u>		
Real Property (2)	1,635,346	1,614,655
Other (3)	247,802	256,388
	<hr/> 1,883,148	<hr/> 1,871,043
<u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	63,746	61,239
Mortality Balanced Fund	23,998	23,055
Retirement Balanced Fund	17,274	16,600
	<hr/> 105,018	<hr/> 100,894
<u>TOTAL ASSETS</u>	<hr/> 4,182,223	<hr/> 4,261,386

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2005</u>	<u>2004</u>
Provision for Annual Leave	50,000	115,125
Provision for Long Service Leave	60,000✓	134,000
Sundry Creditors & Accrued Expenses	172,152	186,433
Provision for Asset Replacement	-	-
Provision for Sick Leave	40,000	50,000
Provision for Building	125,000	125,000
<u>TOTAL LIABILITIES</u>	<u>447,152</u>	<u>610,558</u>
<u>NET ASSETS</u>	<u>3,735,071</u>	<u>3,650,828</u>

ACCUMULATED FUNDS

General Fund (5)	2,861,442	2,807,318
sick and Accident Fund	203,677	185,827
Retirement Fund	60,794	54,330
Mortality Fund	66,776	62,017
Union Picnic Fund	1,263	5,229
Fighting Fund	55,394	53,692
Picnic Fund	10,363	10,363
Asset Revaluation Reserve	462,943	462,943
Fighting & Divisional Objects Fund	12,419	9,109
	<u>3,735,071</u>	<u>3,650,828</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 2005

NOTE

<u>CASH FLOW FROM OPERATING ACTIVITIES</u>	<u>2005</u>	<u>2004</u>
Receipts from Customers	2,139,345	2,101,468
Interest & Dividends	79,867	74,724
Rent Received	68,594	68,314
Payments to suppliers and employees	(2,342,029)	(1,986,196)
Net cash provided by (used in)		
Operating Activities	<u>(54,223)</u>	<u>258,310</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Payments for Plant & Equipment	(84,770)	-
Proceeds/(Payments) for plant	22,727	(53,158)
Proceeds/(Payments) for Buildings	(20,692)	-
Proceeds/(Payments) for Investments	-	-
-Sick & Accident Fund	(2,506)	(3,657)
-Mortality Fund	(943)	(1,376)
-Retirement Fund	(674)	(985)
-Provision for Asset Replacement	-	60,000
-Provision for Purchase of Building	-	(125,000)
Net cash provided by (used in)		
Investing Activities	<u>(86,858)</u>	<u>(124,176)</u>

<u>CASH FLOW FROM FINANCING ACTIVITIES</u>	<u>2005</u>	<u>2004</u>
Increase (Decrease) in Reserves	30,120	28,828
Net cash provided by (used in)		
Financing Activities	<u>30,120</u>	<u>28,828</u>
Net increase (decrease) in cash held	<u>(110,961)</u>	<u>162,962</u>
Cash at Beginning of Year	<u>2,122,797</u>	<u>1,959,835</u>
Cash at end of year	<u><u>2,011,836</u></u>	<u><u>2,122,797</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 2005

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 Flows is reconciled to the related items in the Statement of Assets & Liabilities as follows.

	<u>2005</u>	<u>2004</u>
Cash on Hand	620	1,120
Cash at Bank	239,485	347,115
Savings Investment A/C	147,840	147,840
Secured Deposits/Bank Bills	1,620,891	1,626,079
Unsecured Deposits	-	643
Cash at Bank - District Imprest	3,000	-
	<u>2,011,836</u>	<u>22,122,797</u>

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 2005

	<u>2005</u>	<u>2004</u>
2. Reconciliation of cash Flow from operations with Profit from Ordinary Activities		
Profit (Loss) from ordinary Activities	54,124	84,707
non- cash flows in profit from ordinary activities	2,118	
-Depreciation	74,784	85,859
-Net Gain/(Loss) on disposal of assets	-	474
-Profit on sale property & plant equipment	(3,855)	-
Changes in assets and liabilities		
Increase/(Decrease) in Provisions	(149,125)	103,125
Increase/(Decrease) in Creditors	(17,554)	41,133
(Increase)/Decrease in Prepayments	(25,479)	(1,925)
Increase/Decrease in Debtors	10,764	(55,063)
Cashflows from Operations	<u>54,223</u>	<u>258,310</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 2005

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>2005</u>	<u>2004</u>
At Cost/Valuation	1,635,346	1,614,655
	<hr/>	<hr/>
3. <u>NON CURRENT ASSETS - OTHER</u>		
Furniture & Fittings at Cost	103,012	102,512
Less: Provision for Depreciation	76,450	72,907
	<hr/>	<hr/>
	26,562	29,605
	<hr/>	<hr/>

	2005	2004
Office Equipment At Cost	443,205	406,425
Less: Provision for Depreciation	333,586	287,878
	<u>109,619</u>	<u>118,547</u>
Motor Vehicles at Cost	167,191	172,137
Less: Provision for Depreciation	55,570	63,901
	<u>111,621</u>	<u>108,236</u>
	<u>247,802</u>	<u>256,388</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 2005

4. **PROVISION FOR BUILDING ACQUISITION**

Balance 1 January 2005	125,000
Balance 31 December 2005	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 2005

5.	<u>GENERAL FUND</u>	<u>2005</u>	<u>2004</u>
	Balance beginning of year	2,807,318	2,722,338
	Surplus (Deficit) transferred from Statement of Income & Expenditure	54,124	84,980
		<u>2,861,442</u>	<u>2,807,318</u>

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 8990
Email: sydney@air.gov.au

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

Dear Mr Doogan

**Re: Lodgement of Financial Return – Australian Rail, Tram and Bus Industry Union,
Queensland Branch – for year ending 31 December 2005 (FR2005/613)**

Thank you for lodging the above financial statements which were received in the Registry on 23 August 2006. The documents have been filed but there are several issues to which I must draw your attention.

Lodgement after/not before/ Second meeting

In your Secretary's certificate, you state that the "Second Meeting is scheduled for the 7th September 2006". Section 268 states explicitly that the financial report is to be lodged within the 14 days *after* the second meeting.

I notice that in previous years the financial statements were also lodged prior to the second meeting. This does not seem to have been raised as an issue by the Registry previously other than that we have asked you to provide written confirmation of the second meeting after it has taken place – in other words a supplementary Secretary's certificate.

This can be avoided in future years if the documents are not lodged until after the second meeting has taken place.

Donations over \$1,000

The amount for "Donations and Appeals" in the Income and Expenditure Statement shows as \$2,658. If this total amount included any single donation exceeding \$1,000, a separate statement providing relevant particulars is required to be lodged under s237 of the RAO Schedule.

Please do not hesitate to contact me on 0429 462 979 Mondays to Wednesdays if you have any questions regarding the above.

Yours sincerely,

Stephen Kellett
Statutory Services Branch

13 November 2006