



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
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 Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Queensland Branch – for year ending 31 December 2007 (FR2007/587)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 4 June 2008.

The legislative requirements appear to have been substantially met and accordingly the documents have been filed.

Donations

I note that in the Statement of Income and Expenditure there is an amount of \$5,116 for the item "Donations and Appeals". If this amount included any single donation exceeding \$1,000, then s237 requires a separate statement giving certain particulars to be lodged.

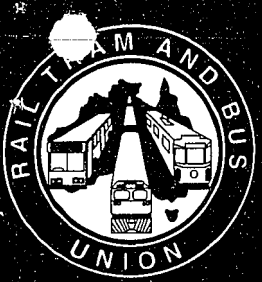
There is no further action required unless you need to lodge a section 237 statement.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

6 June 2008



worth fighting for

27th May 2008

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

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

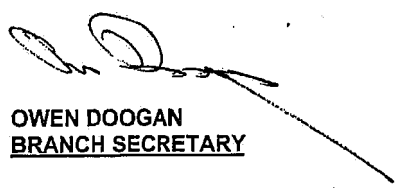
Web address
rtbu.com.au

RE: FINANCIAL RETURN – YEAR ENDED 31ST DECEMBER 2007

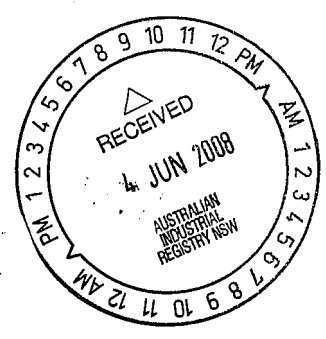
I, Owen Doogan being the Branch Secretary of the Australian Rail Tram & Bus Union (Qld) Branch certify:

- That the documents lodged herewith are copies of the full report and the concise report referred to in s268 of the RAO Schedule; and
- That the concise report was provided to members on the 13th May, 2008.
- That the full and concise report was presented to a meeting of the Committee of Management of the reporting union on the 27th May, 2008 in accordance with section 266 of the RAO Schedule.

Yours sincerely



OWEN DOOGAN
BRANCH SECRETARY



BRANCH COUNCIL

18th & 19th April 2008



Held at QUEENSLAND COUNCIL OF UNIONS
Brisbane

FINANCIAL
REPORT

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM AND BUS UNION - (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2007

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10	Income and Expenditure - Mortality Fund
11	Income and Expenditure - Union Picnic Fund
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COMMITTEE OF MANAGEMENT STATEMENT

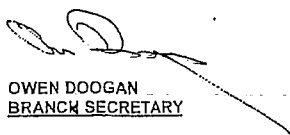
On the 16th April, 2008 the Committee of Management of the Australian Rail Tram & Bus Industry Union – Queensland passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December, 2007.

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, 2007;
- (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, 2007

For the Committee of Management


OWEN DOOGAN
BRANCH SECRETARY

19th April, 2008

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 2007, the number of members of the Organisation was 7,479.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2007.
- (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 purpose 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 *19th April 2008.*


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 2007 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 2007 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 *twentieth* Day of *APRIL* 2008

Adrian J Bellotti
Level 1
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 2007

<u>INCOME</u>	2007	2006
Contributions	2,444,113	2,286,775
Bank & Bond Interest, Dividends	54,811	87,628
Rented Property	103,451	83,901
Sundry Income	83,334	1,628
	<u>2,685,709</u>	<u>2,459,932</u>
<u>LESS EXPENDITURE</u>		
Promotional	19,918	26,399
Affiliation Fees	86,332	75,289
Advocate	20,663	12,551
Appeals	148	1,094
Audit fees & Accountancy	7,700	7,281
Bank Charges	3,138	3,609
Branch & District Executive	32,926	12,052
Branch Council	42,059	29,985
Cleaning, Repairs & Maintenance	38,443	38,703
Collectors Commission/Honoraria	16,086	13,065
Computer Costs	34,448	19,816
Conferences & Seminars	8,530	3,617
Depreciation	78,935	70,758
Donations & Appeals	5,116	5,989
Freight & Cartage	3,269	3,942
Fringe Benefits Tax	5,101	9,330
Insurance - General	6,190	6,188
- Workers Compensation	5,042	4,042
- Public Risk	19,405	13,414
	<u>30,637</u>	<u>23,644</u>
Land Tax	2,048	9,724

	2007	2006
Labour Day	12,863	10,159
Legal & Court Costs	33,812	17,619
Levies & Fees	3,573	-
Literature	2,087	1,787
Meetings - Industrial/Branch	21,135	31,363
Long Service Leave	26,426	30,284
Mortality Scheme	71,528	42,727
Motor Vehicle Expenses	52,834	48,593
National Executive Expenses	22,355	6,974
National Office - Quarterage	313,043	245,927
Office Expenses & Amenities	2,039	1,377
Organising Expenses	356,046	161,590
Party Expenses (Retired Members)	6,029	6,422
Postage Telex etc	18,763	13,090
Payroll Tax	34,352	38,938
Printing & Stationery	46,753	50,547
ALP Council Expenses	11,095	14,095
Rented Property Expenses	50,761	70,104
ALP Federal Campaign	77,328	-
Remuneration - Office Bearers	769,907	739,800
- Other	264,538	253,705
	<u>1,034,445</u>	<u>993,505</u>
Recruitment	639	-
Superannuation	211,732	180,170
Rent & Electricity	44,208	25,812
Subscriptions	8,709	7,178
Telephone, Facsimile	75,733	60,806
Travelling	4,083	2,673
Sundries	3,768	3,438
<u>TOTAL EXPENDITURE</u>	<u>2,981,636</u>	<u>2,431,576</u>

	<u>2007</u>	<u>2006</u>
<u>Operating Surplus (Deficit) before Extraordinary Items</u>	(295,927)	28,356
Profit (Loss) on Disposal of Assets		
- Motor Vehicles	(3,921)	(11,062)
- Holiday Units	-	198,452
	<u>(299,848)</u>	<u>215,746</u>
Transfer from Provisions - Building Acquisitions	125,000	(200,000)
<u>Surplus (Deficit) for the year</u>	<u>(174,848)</u>	<u>15,746</u>
General Fund Balance Beginning of Year	2,877,188	2,861,442
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	<u>\$2,702,340</u>	<u>\$2,877,188</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 2007

<u>INCOME</u>	2007	2006
Members' Subscriptions	14,240	18,027
Interest	22,492	9,200
Investment Purchase Price Adjust.	(1,783)	5,561
	<hr/>	<hr/>
Transfers from Picnic Fund	34,949	32,788
	<u>10,363</u>	<u>-</u>
	45,312	32,788
 <u>EXPENDITURE</u>		
Payment (Rule 40 (a))	3,518	194
Divisional Objects Funds	20,688	6,287
Union Payments	504	31
	<hr/>	<hr/>
	24,710	6,512
 <u>NET SURPLUS</u>		
	20,602	26,276
 <u>Fund Balance as at 1 January 2007</u>	229,953	203,677
 <u>FUND BALANCE AT 31 DECEMBER 2007</u>	<hr/> <u>250,555</u> <hr/>	<hr/> <u>229,953</u> <hr/>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

RETIREMENT FUND - INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2007

<u>INCOME</u>	<u>2007</u>	<u>2006</u>
Members' Subscriptions	5,643	7,151
Interest Received	6,215	2,509
Investment PP Adjust.	(480)	1,497
	<u>11,378</u>	<u>11,157</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(b))	872	-
Divisional Objects Fund	5,620	1,718
	<u>6,492</u>	<u>1,718</u>
<u>NET SURPLUS</u>	4,886	9,439
Fund Balance as at 1 January 2007	70,232	60,793
<u>FUND BALANCE AT 31 DECEMBER 2007</u>	<u>75,118</u>	<u>70,232</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 2007

<u>INCOME</u>	<u>2007</u>	<u>2006</u>
Members' Subscription	5,668	7,202
Interest Received	8,158	3,382
Investment PP Adjust.	(671)	2,092
	<u>13,155</u>	<u>12,676</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(c))	1,000	3,000
Divisional Objects Fund	7,762	2,355
	<u>8,762</u>	<u>5,355</u>
<u>NET SURPLUS</u>	4,393	7,321
Fund Balance as at 1 January 2007	74,097	66,776
<u>FUND BALANCE AT 31 DECEMBER 2007</u>	<u>78,490</u>	<u>74,097</u>

AUSTRALIAN RAIL TRAM BUS INDUSTRY UNION - QUEENSLANDASRAIL TRAM & BUS UNION (QUEENSLAND BRANCH)TRAM & BUS DIVISIONUNION PICNIC FUND - INCOME & EXPENDITUREFOR YEAR ENDED 31 DECEMBER 2007

<u>INCOME</u>	<u>2007</u>	<u>2006</u>
Members' Subscriptions	17,040	21,471
Interest Received	17	23
Raffle Proceeds	-	329
	<u>17,057</u>	<u>21,823</u>
 <u>EXPENDITURE</u>		
Amusement & Rides	7,820	9,550
Bank Charges	-	35
Catering	9,020	9,612
Cleaning	787	682
Equipment Hire	4,053	3,974
Rental Venue	-	400
Truck Rental	700	405
Motor Vehicle Fuel	54	85
Time Lost		226
Bus Hire	88	-
Hardware	14	
	<u>22,536</u>	<u>24,969</u>
Net Surplus(Deficit)	(5,479)	(3,146)
Fund Balance 1 January 2007	(1,883)	1,264
 <u>FUND BALANCE AT 31 DECEMBER 2007</u>	<u>(7,362)</u>	<u>(1,882)</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 2007

<u>INCOME</u>	<u>2007</u>	<u>2006</u>
Interest Received	7,538	1,803
	<u>7,538</u>	<u>1,803</u>
 <u>TRANSFERS</u>		
From Fighting Fund & Divisional Objects Fund	18,000	-
To Fighting Fund & Divisional Objects Fund	(7,290)	-
	<u>10,710</u>	<u>-</u>
 <u>NET SURPLUS</u>	 18,248	 1,803
 Fund Balance as at 1 January 2007	 57,197	 55,394
	<u>57,197</u>	<u>55,394</u>
 <u>FUND BALANCE AT 31 DECEMBER 2007</u>	 75,445	 57,197
	<u>75,445</u>	<u>57,197</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)
FIGHTING FUND & DIVISIONAL OBJECTS FUND
FOR YEAR ENDED 31 DECEMBER 2007

<u>INCOME</u>	<u>2007</u>	<u>2006</u>
Interest	34	39
Interest Received - Balanced Funds A/c	11,499	6,100
Transfer from RCU - Interest	6,000	6,000
Collections	-	692
	<u>17,533</u>	<u>12,831</u>
	<u> </u>	<u> </u>
 <u>TRANSFERS</u>		
Transfer to Fighting Fund	(18,000)	-
Transfer from RCU	6,000	-
Transfer from Fighting Fund	7,290	-
	<u>(4,710)</u>	<u>-</u>
	<u>12,823</u>	<u>12,831</u>
	<u> </u>	<u> </u>
 <u>EXPENDITURE</u>		
Campaign & Industrial Meetings	-	628
Bank Charges	35	-
Legal Fees	1,500	856
Floral Tribute	-	95
Donation	-	150
Conferences	9,360	-
Computer Equipment	6,039	3,980
Filing Cabinets	566	-
Repairs & Maintenance	-	694
	<u>17,500</u>	<u>6,403</u>
	<u> </u>	<u> </u>

<u>NET SURPLUS(DEFICIT)</u>	(4,677)	6,428
Fund Balance as at 1 January 2007	18,847	12,419
	_____	_____
<u>FUND BALANCE AT 31 DECEMBER 2007</u>	14,170	18,847
	_____	_____

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

STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2007

<u>CURRENT ASSETS</u>	<u>2007</u>	<u>2006</u>
Cash On Hand	1,232	1,200
Cash at Bank - Current Account	118,132	367,226
- Investment Account	147,840	147,840
	<u>267,204</u>	<u>516,266</u>
Secured Deposits/Bank Bills	939,759	1,659,506
Deposits & Prepayments	50,720	61,959
District Imprest Bank Accounts	-	-
Sundry Debtors & Remittances, in Transit	103,884	136,930
Stock on Hand	2,500	5,197
Deposits - Non Cash	350	350
GST - Input Tax Credits	5,516	1,371
	<u>1,369,933</u>	<u>1,865,313</u>
<u>NON CURRENTS ASSETS</u>		
Real Property (2)	4,388,934	1,731,917
Other (3)	299,807	247,147
	<u>4,688,741</u>	<u>1,979,064</u>
<u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	67,523	69,306
Mortality Balanced Fund	25,419	26,089
Retirement Balanced Fund	18,291	18,771
	<u>111,233</u>	<u>114,166</u>
<u>TOTAL ASSETS</u>	<u>6,169,907</u>	<u>4,474,809</u>

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2007</u>	<u>2006</u>
Provision for Annual Leave	80,000	75,000
Provision for Long Service Leave	90,000	85,000
Sundry Creditors & Accrued Expenses	198,560	137,671
Provision for Retirement	-	13,200
Provision for Sick Leave	40,000	40,000
Provision for Building (4)	200,000	325,000
<u>TOTAL LIABILITIES</u>	<u>608,560</u>	<u>675,871</u>
<u>NET ASSETS</u>	<u>5,561,347</u>	<u>3,798,938</u>

ACCUMULATED FUNDS

General Fund (5)	2,702,340	2,877,188
Sick and Accident Fund	250,555	229,953
Retirement Fund	75,118	70,233
Mortality fund	78,490	74,096
Union Picnic Fund	(7,362)	(1,882)
Fighting Fund	75,445	57,197
Picnic Fund	-	10,363
Asset Revaluation Reserve (6)	2,372,592	462,943
Fighting & Divisional Objects Fund	14,170	18,847
	<u>5,561,347</u>	<u>3,798,938</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 2007

<u>CASH FLOW FROM OPERATING ACTIVITIES</u>	<u>2007</u>	<u>2006</u>
Receipts from Customers	2,538,490	2,265,116
Interest & Dividends	75,466	73,632
Rent Received	104,799	81,998
Payments to suppliers and employees	(2,835,220)	(2,316,349)
Net cash provided by (used in) Operating Activities	<u>(116,465)</u>	<u>104,397</u>
 <u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Payments for Buildings	(747,368)	(641,462)
Payments for Plant & Equipment	(162,526)	(108,005)
Proceeds/(Payments) for plant	-	20,182
Proceeds/(Payments) for Buildings	27,010	750,000
Proceeds/(Payments) for Investments		
-Sick & Accident Fund	1,783	(5,561)
-Mortality Fund	671	(2,092)
-Retirement Fund	480	(1,497)
Payment of Non Cash Deposits	-	(150)
Net cash provided by (used in) Investing Activities	<u>(879,950)</u>	<u>11,415</u>

<u>CASH FLOW FROM FINANCING ACTIVITIES</u>	<u>2007</u>	<u>2006</u>
Increase (Decrease) in Reserves	27,608	48,121
Net cash provided by (used in) Financing Activities	<u>27,608</u>	<u>48,121</u>
Net increase (decrease) in cash held	<u>(968,808)</u>	<u>163,933</u>
Cash At Beginning of Year	2,175,770	2,011,837
Cash at end of year	<u><u>1,206,962</u></u>	<u><u>2,175,770</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 2007

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>2007</u>	<u>2006</u>
Cash on Hand	1,232	1,200
Cash at Bank	118,132	367,227
Savings Investment A/c	147,840	147,840
Secured Deposits/Bank Bills	939,758	1,659,503
Cash at Bank - District Imprest	-	-
	<hr/>	<hr/>
	1,206,962	2,175,770
	<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 2007

	<u>2007</u>	<u>2006</u>
2. Reconciliation of cash Flow from operations with Profit from Ordinary Activities		
Profit (Loss) from ordinary Activities	(174,848)	15,746
Non-cash flows in profit (loss) from ordinary activities		
Non Cash Expenditure		
Net gain on disposal of property, plant & equipment	3,921	(187,389)
Depreciation	78,935	70,758
Changes in assets and liabilities net of the effects of purchase and disposals of subsidiaries		
(Increase)/Decrease in inventories	2,697	(5,197)
(Increase)/Decrease in prepayments	11,240	17,250
(Increase)/Decrease in receivables	33,046	(39,187)
(Increase)/(Decrease) in GST Liabilities	(4,145)	3,697
Increase/(decrease) in payables	60,889	(34,481)
Increase/(decrease) in other provisions	(128,200)	263,200
Cashflows from Operations	<u>(116,465)</u>	<u>104,397</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 2007

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. NON CURRENT ASSETS - REAL PROPERTY 2007 2006

At Cost/Valuation	4,388,934	1,731,917
	<u> </u>	<u> </u>

3. NON CURRENT ASSETS - OTHER

Furniture & Fittings at Cost	127,171	99,786
Less: Provision for Depreciation	65,004	57,175
	<u> </u>	<u> </u>
	62,167	42,611
	<u> </u>	<u> </u>

	2007	2006
Office Equipment At Cost	501,654	462,773
Less: Provision for Depreciation	414,731	372,926
	<u>86,923</u>	<u>89,847</u>
Motor Vehicles at Cost	204,108	168,488
Less: Provision for Depreciation	53,391	53,799
	<u>150,717</u>	<u>114,689</u>
	<u>299,807</u>	<u>247,147</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 2007

4 PROVISION FOR BUILDING ACQUISITION

	<u>2007</u>	<u>2006</u>
Balance 1 January 2007	325,000	125,000
Amount transferred from(to) Income & Expenditure	(125,000)	200,000
Balance 31 December 2007	<u>200,000</u>	<u>325,000</u>

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.

5. GENERAL FUND

Balance beginning of year	2,877,188	2,861,442
Surplus (Deficit) transferred from Statement of Income & Expenditure	(174,848)	15,746
	<u>2,702,340</u>	<u>2,877,188</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 2007

6	<u>ASSET REVALUATION RESERVE</u>	<u>2007</u>	<u>2006</u>
	Balance 1 st January 2007	462,943	462,943
	Increase in valuation of Land & Bldgs	<u>1,909,649</u>	<u>-</u>
	Balance 31 st December 2007	<u>2,372,592</u>	<u>462,943</u>

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.

BRANCH COUNCIL

18th & 19th April 2008



Held at QUEENSLAND COUNCIL OF UNIONS
Brisbane

GOING
SOME
FINANCIAL
REPORT

STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 31 DECEMBER 2007**REVENUE**

Members' Dues	2,509,274	2,286,775
Investment Revenue	103,451	83,901
Interest Revenue	54,811	87,628
Sundry Revenue	18,172	1,628
TOTAL REVEUE	2,685,708	2,459,932

EXPENSES

Salaries	Officials	769,907	739,800
	Staff	264,538	253,705
Affiliation Fees		86,332	75,289
Capitation		313,043	245,927
Depreciation		78,935	70,758
Superannuation		211,731	180,170
Other Expenses		1,257,153	865,927
TOTAL EXPENDITURE		2,981,639	2,431,596

NET SURPLUS FOR YEAR BEFORE EXTRAORDINARY ITEMS

	(295,931)	28,356
Disposal of Motor Vehicle	(3,921)	(11,062)
Sale Holiday Units	-	198,452

OPERATING SURPLUS BEFORE PROVISIONS

	(299,852)	215,646
Transfer From Provision Building Acquisition	125,000	(200,000)

OPERATING SURPLUS

	(174,852)	15,746
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STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER, 2007**ACCUMULATED FUNDS**

Represented by Net Assets as follows

CURRENT ASSETS

Cash	267,203	516,266
Receivables	103,884	136,930
Investments	1,110,074	1,842,549

NON CURRENT ASSETS

Fixed Assets	4,688,741	1,979,064
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TOTAL NON CURRENT ASSETS

TOTAL ASSETS	6,169,902	4,474,809
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LESS: LIABILITIES**CURRENT LIABILITIES**

Payables	198,560	137,671
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NON CURRENT LIABILITIES

Provisions	410,000	538,200
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TOTAL LIABILITIES

	608,560	675,871
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NET ASSETS

	5,561,342	3,798,938
--	------------------	------------------

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER, 2007**Cash Flow From Operating Activities**

Receipts from Customers	2,538,490	2,265,116
Interest & Dividends	75,466	73,632
Rent Received	104,799	81,998
Payments to suppliers and employees	(2,835,220)	(2,316,349)
Operating Activities (net cash provided by)	(116,465)	104,397

Cash Flows from Investment Activities

Payments for Buildings	(747,368)	(641,462)
Payments for Plant & Equipment	(162,526)	(108,005)
Proceeds (Payments) for plant	-	20,182
Proceeds/(Payments) for Buildings	27,010	750,000
Proceeds (Payments) for Investments		
Sick & Accident Fund	1,783	(5,561)
Mortality Fund	671	(2,092)
Retirement Fund	480	(1,497)
Payment of Non Cash Deposits	-	(150)
Provision for Purchase of Building		
Investing Activities (Cash provided by (used in))	(879,950)	11,415

Cash Flow from Financing Activities

Increase (decrease) in Reserves	27,608	48,121
Financing Activities (Cash provided by)	27,608	48,121
Net increase (decrease) in Cash Held	(968,807)	163,933
Cash at Beginning of Year	2,175,770	2,011,836
Cash at End of Year	1,206,963	2,175,770

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 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, 2007 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, 2007. My audit report on the full financial report was signed on 19th April, 2008 and was not subject to any qualification.

The 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

DATE 20th April, 2008

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

FOR THE YEAR ENDED 31 DECEMBER 2007

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 2007 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 2007 financial report.

Statement of Financial Performance.

The loss attributed to members this year is \$174,848 compared to a surplus of \$15,746 in 2006. This loss is due to the substantial committee of funds to the Your Rights @ Work Campaign.

Statement of Financial Position

Total assets increased by \$169,098 .due to increases in non-current assets from the revaluation of real assets while total liabilities decreased by \$67,311 due to a decrease in provision for building refurbishment. As a consequence members funds increased by \$1,762,409 from the 2007 year.

Statement of Cash Flows

Cash flow from operating activities decreased from \$104 397 as at 31 December, 2006 to \$(116,465). as at 31st December, 2007.. This decrease was as a result of:

- An increase in member contributions, interest & dividend revenue and rent received.
- Considerable allocation of funds for the "Your Rights @ Work" campaign.

OPERATING REPORT

This Operating Report covers the activities of the Australian Rail Tram & Bus Union (Queensland) Branch, for the calendar year 1 January, 2007 to 31st December, 2007, 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.
 - Significant 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.
 - The development of meaningful partnerships with the community via a bus tour to promote a "Fair Go For Families" in the current attack on workers' rights and conditions.
 - Continue to pursue ancillary union benefits for members and their families via the provision of an RTBU health insurance fund.

- 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).
- Participation and generation of submissions to promote and enhance public transport, particularly rail, as a viable and environmentally supportive mode of freight transport.
- 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 further cementing and formal recognition of the role of Rail Branch Divisional Committees and
 - the role of Sub Branches to capture geographical workplace and community issues.
 - Through the continued development of "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.
 - Further cementing a divisional structure of the Union to maximize member representation and participation on a divisional basis.
 - Continued analysis of the provision of an In-House 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.
 - To continue to develop formal system appraisals to ensure integrity of data and extracted information leading to relevant knowledge.
 - The implementation of enhanced mobile telephone communication and contact to ensure timely advice and notification of issues arising in the workplace.

2. ○ Any Significant Changes In Activities

Nil

3. Details of Any Significant Changes in Financial Affairs.

Significant changes in the Branch Office financial affairs include an increase in revenue through the re-evaluation of real assets – PTU House, Springhill Brisbane and the Townsville District Office. A significant increase in operating expenditure occurred due to the commitment to the Your Rights @ Work Campaign.

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, 2007 there were 7,479 members of the RTBU (Qld) Branch.

Number of Employees

As at the 31st December, 2007 the RTBU (Qld) Branch employed thirteen (13) 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 (.06) ;1 (.04);1 (0.2)

Members Of the Committee Of Management

The members of the Branch Council during the year ending 31 December, 2007:

<i>Division/Union Position</i>	<i>Name</i>	<i>Period of Employment</i>
Branch Executive		
Branch President	B Mackie	01/01/07 -31/12/07
Branch Senior Vice-President	L Moffitt	01/01/07 -31/12/07
Branch Junior Vice-President	C Allen	01/01/07 -31/12/07
Branch Junior Vice-President	N Morris	01/01/07 -31/12/07
Branch Junior Vice-President (Bus)	T Brown	01/01/07 -31/12/07
Branch Secretary	O Doogan	01/01/07 -31/12/07
Assistant Branch Secretary	D Matters	01/01/07 -31/12/07


 OWEN DOOGAN
BRANCH SECRETARY

16th April, 2008

OPERATING REPORT

PRINCIPAL ACTIVITIES
FOR THE YEAR ENDED
31ST DECEMBER, 2007



Unity is Strength

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 - 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.

- o To continue to develop formal system appraisals to ensure integrity of data and extracted information leading to relevant knowledge.
- o The implementation of enhanced mobile telephone communication and contact to ensure timely advice and notification of issues arising in the workplace.

2. Any Significant Changes In Activities

Nil.

3. Details of Any Significant Changes in Financial Affairs.

Significant changes in the Branch Office financial affairs include an increase in revenue through the re-evaluation of real assets – PTU House, Springhill Brisbane and the Townsville District Office. A significant increase in operating expenditure occurred due to the commitment to the Your Rights @ Work Campaign.

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Offices of the Union	4	1 (0.4)
Office Manager	1	
Clerical Support	3	1 (.06) 1 (.04) 1 (0.2)

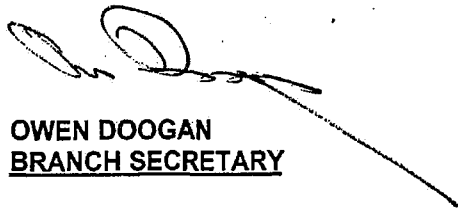
Members Of the Committee Of Management

The members of the Branch Council during the year ending 31 December, 2007:

<i>Division/Union Position</i>	<i>Name</i>	<i>Period of Employment</i>
Branch Executive		
Branch President	B Mackie	01/01/07 -31/12/07
Branch Senior Vice-President	L Moffitt	01/01/07 -31/12/07
Branch Junior Vice-President	C Allen	01/01/07 -31/12/07
Branch Junior Vice-President	N Morris	01/01/07 -31/12/07
Branch Junior Vice-President (Bus)	T Brown	01/01/07 -31/12/07
Branch Secretary	O Doogan	01/01/07 -31/12/07
Assistant Branch Secretary	D Matters	01/01/07 -31/12/07
Regional Councillors to Council		
Regional Councillor North West	M Redgwell	01/01/07 -31/12/07
Regional Councillor Central West	M Williams	01/01/07 - 31/12/07
Regional Councillor South West	G Goodman	01/01/07 - 31/12/07
Operations Division Committee		
Committee Member Northern District	F Masutti	01/01/07 -31/12/07
Committee Member Central District	R Minter	01/01/07 -31/12/07
Committee Member Southern District	G Talbot	01/01/07 -31/12/07
Committee Member South West	P Cooper	01/01/07 -31/12/07
Committee Member Wide Bay	P Jansen	01/01/07 -31/12/07
Committee Member Metropolitan	D Previtara	01/01/07 -31/12/07
Locomotive Division Committee		
Committee Member Northern District	B Pridmore	01/01/07 -31/12/07
Committee Member Central District	T Bennett	01/01/07 -31/12/07
Committee Member Southern District	K Steer	01/01/07 -31/12/07
Committee Member South West	G. Goodman	
Committee Member Wide Bay	G Adsett	01/01/07 -31/12/07
Committee Member Metropolitan	S. Kummerfeld	
Fleet Manufacture Overhaul, Maintenance and Service Division		
Committee Member Northern District	G Tatnell	01/01/07 -31/12/07
Committee Member Central District	R Villiers	01/01/07 -31/12/07
Committee Member Southern District	D Ellis	01/01/07 -31/12/07
Committee Member South West	I Skau	01/01/07 -31/12/07
Committee Member Redbank/Ipswich	R Walker	01/01/07 -31/12/07
Committee Member Metropolitan (excl Redbank W/Shops)	B Monaghan	01/01/07 -31/12/07
Infrastructure Division Committee		
Committee Member Northern District	R Bates	101/01/07 -31/12/07
Committee Member Northern District	R Irwin	01/01/07 -31/12/07
Committee Member Central District	T Howard	01/01/07 -31/12/07
Committee Member Southern District	C Greer	01/01/07 -31/12/07
Committee Member South West	P Gainey	01/01/07 -31/12/07

Committee Member Wide Bay	D Leonard	01/01/07 -31/12/07
Committee Member Metropolitan	P Johnston	01/01/07 -31/12/07
Administrative Division Committee		
Committee Member Northern District	D Smith	01/01/07 -31/12/07
Committee Member Central District	C Bourne	01/01/07 – 25/07/07
Committee Member Central District	Vacant	25/07/07 – 31/12/07
Committee Member Southern District	A Glazebrook	01/01/07 -31/12/07
Committee Member Metropolitan	J Summers	01/01/07 -31/12/07
Female Delegate to Branch Council		
Female Delegate	J Burke	01/01/07 -31/12/07
Female Delegate	S Johnson	01/01/07 -31/12/07
Tram & Bus Division		
President (Bus & Tram)	D Smedley	01/01/07 -31/12/07
Vice President (Bus & Tram)	G Anderson	01/01/07 -31/12/07
Committee Member (Bus & Tram)	S Reilly	01/01/07 -31/12/07
Committee Member	B Finch	01/01/07- 31/10/07
Committee Member	VACANT	01/11/07 -31/12/07
Committee Member	P Neville	01/01/07 -31/12/07
Committee Member	B Welch	01/01/07 -31/12/07

16th April, 2008



OWEN DOOGAN
BRANCH SECRETARY



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: FR2007/587-[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, 2007

Our records show the 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*.

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.

Information on AIRC Website

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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).

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".

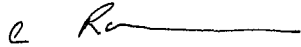
Extensions of Time

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.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...
21 January 2008

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.

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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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*