



**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: FR2005/614**

Mr Ray V Hancox  
Branch Secretary  
ARTBIU  
South Australian/Northern Territory Branch  
P O Box 195  
WOODVILLE SA 5011

Dear Mr Hancox,

**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'<sup>1</sup>). 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.

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<sup>1</sup> 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](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2005/614**.

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**

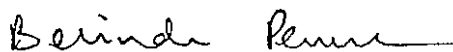
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot 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](http://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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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 Officer**<sup>1</sup>

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]*<sup>2</sup>, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*<sup>3</sup>, 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]*<sup>3</sup> of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

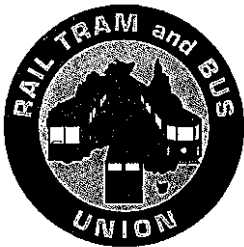
<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*



# RAIL TRAM & BUS INDUSTRY UNION

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

South Australian & Northern Territory Branch

63 Ledger Road, BEVERLEY SA 5009

ABN No. 18 927 056 991

Telephone: (08) 82432511

FreeCell: 1800 801063

Facsimile: (08) 8243 2566

Email: [theteam@artbuisant.org.au](mailto:theteam@artbuisant.org.au)

*Please address all correspondence to the Secretary*

Ref: Industrial Registrar doc.

Friday 2<sup>nd</sup> June 2006.

Deputy Industrial Registrar,  
Australian Industrial Registry,  
Level 8, Terrace Towers,  
80, William Street,  
EAST SYDNEY,  
N. S. W. 2011.

Attention Stephen Kellett.

Dear Sir,

Re: Australian Rail Tram and Bus Industry Union (trading as the Rail Tram and Bus Union: SA/NT Branch – FINANCIAL STATEMENTS OF THE UNION for the year ending 31/12/2005.

Please find attached duplicate copies of the documents listed below, which we forward for lodgment in order to fulfill the reporting requirements of the Act.

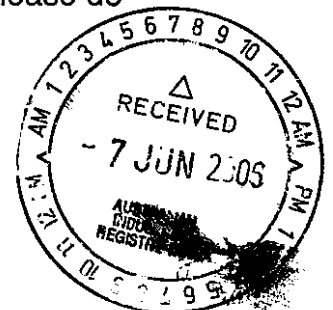
- Financial Statements for the year ending 31<sup>st</sup> December 2005, and Auditors Report – two (2) copies.
- Committee of Managements Certificate dated 31<sup>st</sup> March 2006.
- A copy of the Notice which was forwarded to all Union members at all locations where RTBU members are employed, together with a copy of the Full Report, the notice being dated Wednesday 5<sup>th</sup> April 2006.
- The Secretary's Certificate dated Friday 2<sup>nd</sup> June 2006.
- Accounting Officers Certificate dated 4<sup>th</sup> April 2006.

Please note, the above information has also been circulated to the membership via posting on the Branch website at [www.artbuisant.org.au](http://www.artbuisant.org.au)

The Financial Statement was first presented to the Branch Council at its meeting on Friday 31<sup>st</sup> March 2006.

Following the circulation of the full Financial Statement to all members in all locations, the Financial Statement was presented to the Branch Executive at its meeting on Thursday 1<sup>st</sup> June 2006.

Should you require any further information regarding the General Purpose Financial Report (GFPR) for the year ending 31<sup>st</sup> December 2006, please do not hesitate to contact me.



Trusting the Branch has fulfilled its reporting requirements as required by the RAO schedules and regulations under the Workplace Relations Act of 1996 in relation to the above,

Regards,

Ray Hancox.

A handwritten signature in black ink, appearing to read 'Ray Hancox', written over a large, loopy scribble.

Branch Secretary.

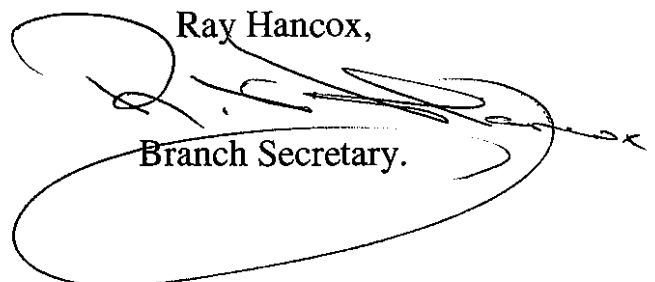
## SECRETARY'S CERTIFICATE.

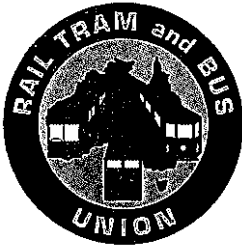
I, RAYMOND VINCENT HANCOX, being the Branch Secretary of the Australian Rail Tram and Bus Industry Union, South Australia Northern Territory Branch, trading as the Rail Tram and Bus Industry Union, SA/NT Branch, certify that the attached documents are copies of the reports, audited accounts and Financial statements for the year ending 31<sup>st</sup> December 2005 which were:

- Supplied to members via facsimile, email or via Australia Post to all locations where RTBU members are employed, on 04/04/2006.
- First presented to Branch Council, being our Committee of Management on 29/03/2006.
- Secondly presented to the Branch Executive, being our Committee of Management on 01/06/2006

I have also enclosed a copy of the Notice to Members dated 5<sup>th</sup> April 2006.



Ray Hancox,  
  
Branch Secretary.



# **RAIL TRAM & BUS INDUSTRY UNION**

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63 Ledger Road, BEVERLEY SA 5009

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*Please address all correspondence to the Secretary*

Wednesday 5<sup>th</sup> April 2006.

## **NOTICE TO ALL RTBU MEMBERS AND DELEGATES**

**Re: Financial Statements & Auditors Report for the  
year ending 31<sup>st</sup> December 2005.**

**Would all Members and Delegates please note that in accordance with the Workplace Relations Act of 1996, the Rail Tram and Bus Industry Union, South Australia/Northern Territory Branch is required to provide all members with information associated with the financial affairs of the Union for the year ended 31/12/2005.**

**I am forwarding a full copy of the Financial Statements and Auditors Report (via facsimile or via Australia Post) to all locations where RTBU SA/NT Members are employed in order to comply with those obligations under the Act. I would therefore request that all Delegates ensure that a copy of the Audit Report is made available to members by posting on the Notice Board (where provided) or by other means.**

**In addition a copy will be available on the Branch website, and I would request that Delegates also ensure that members are aware of this facility. Should any member require a personal copy, please contact the Branch office on 08 8 243 2511, facsimile 08 8243 2566 or email [theteam@artbiusant.org.au](mailto:theteam@artbiusant.org.au)**

**R. V. Hancox.**

**Branch Secretary.**

**FINANCIAL STATEMENTS**

**OF**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**For the Year Ended 31 December 2005**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**BRANCH COUNCIL**

**OPERATING REPORT**

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

**1. PRINCIPAL ACTIVITIES OF THE BRANCH COUNCIL**

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

- Implementation of National and Branch Council decisions;
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials & delegates;
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, holding of union elections as provided for in the rules of the union, and responding to the needs of members as provided for within the rules of the union, within the scope of any statutory or legal obligations;
- The administration of federal awards, the certification of federal industrial agreements, and the variation of awards;
- State media and communications to members and the broader community via media releases in support of campaigns; and
- Coordination of and negotiation of state industries, and assistance to members regarding workplace agreements.

The Branch Council has also been involved in lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to members, eg training, skill shortage, fatigue management, vehicle design.

**2. SIGNIFICANT CHANGES**

No significant changes in the nature of activities occurred during the year.

**3. THE BRANCH COUNCIL'S FINANCIAL AFFAIRS**

The GPFR shows a net surplus for the year of \$285,846 (2004 Deficit of \$5,127)

**4. RIGHT OF MEMBERS TO RESIGN**

All Members of the Union have the right to resign from the union in accordance with Rule 14 of the Union Rules (and Section 174 of the Workplace Relations Act); namely by providing notice addressed and delivered to the Secretary of the relevant Branch, including via email.

**5. DIRECTORSHIPS OF SUPERANNUATION FUNDS**

Except as stated below to the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Rail, Tram and Bus Union Branch Council is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme;  
or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer being trustee or director is that the officer is an officer of a registered organisation.

Ashley Waddell is a member of the Transport Training Board.

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**BRANCH COUNCIL**

**OPERATING REPORT (Cont'd)**

**6. MEMBERSHIP OF THE UNION**

There were 871 members of the Branch as at 31<sup>st</sup> December 2005.

**7. EMPLOYEES OF THE BRANCH COUNCIL**

As at 31 December 2005 the Branch Council employed a total number of 1 employee on a full time basis & 2 on a part-time basis.

**8. BRANCH COUNCIL**

The following persons were members of the Branch Council during the year ended 31<sup>st</sup> December 2005:

NAME	PERIOD OF APPOINTMENT
Raymond Hancox	01/01/05 to 31/12/05
Daryl Dickson	01/01/05 to 31/12/05
David Yelland	01/01/05 to 31/12/05
Shaun Phillis	01/01/05 to 31/12/05
Ashley Waddell	01/01/05 to 31/12/05
Kym Harris	01/01/05 to 31/12/05
Daryl Gamble	03/10/05 to 31/12/05
Shirley Bates	01/01/05 to 31/12/05

Signed in accordance with the resolution of the Branch Council.

  
R. HANCOX  
BRANCH SECRETARY

DATED: 31/12/2005



**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

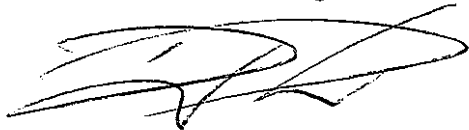
On 29 MARCH 2006 the Committee of Management of the Australian Rail, Tram & Bus Union South Australian & Northern Territory Branch passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the Financial year ended 31<sup>st</sup> December 2005.

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 and International Financial Reporting Standards.
- b) the Financial Statements and notes comply with the reporting guidelines of the Industrial Register;
- 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 schedules and the RAO regulations; and
  - iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the 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 reports made by the Commission under section 273 of the RAO schedule.

The committee authorise the issue of the Financial Report in accord with the Industrial Relations Act and have the power to amend the report after issue.

For Committee of Management: D. J. Dickson.



Title of Office Held: Branch President.

DATE: 31 MARCH 2006

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**STATEMENT OF FINANCIAL POSITION**  
**As at 31 December 2005**

	Note	31 Dec 2005 \$	31 Dec 2004 \$
<b>CURRENT ASSETS</b>			
Cash	3(a)	371,720	124,992
Receivables	4	<u>6,445</u>	<u>17,623</u>
<b>TOTAL CURRENT ASSETS</b>		<b><u>\$378,165</u></b>	<b><u>\$142,615</u></b>
<b>NON - CURRENT ASSETS</b>			
Investments	5	2	0
Property, Plant & Equipment	6	<u>318,555</u>	<u>282,604</u>
<b>TOTAL NON - CURRENT ASSETS</b>		<b><u>\$318,557</u></b>	<b><u>\$282,604</u></b>
<b>TOTAL ASSETS</b>		<b><u>\$696,721</u></b>	<b><u>\$425,219</u></b>
<b>CURRENT LIABILITIES</b>			
Creditors & Borrowings	7	31,167	73,913
Provisions	8	<u>117,202</u>	<u>93,900</u>
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>\$148,369</u></b>	<b><u>\$167,813</u></b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	9	<u>5,100</u>	<u>0</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b><u>\$5,100</u></b>	<b><u>\$0</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>153,469</u></b>	<b><u>167,813</u></b>
<b>NET ASSETS</b>		<b><u>\$543,253</u></b>	<b><u>\$257,407</u></b>
Retained Profits	10	<u>543,253</u>	<u>257,407</u>
<b>TOTAL SHAREHOLDERS EQUITY</b>		<b><u>\$543,253</u></b>	<b><u>\$257,407</u></b>

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**STATEMENT OF CASH FLOWS**  
**For the Year Ended 31 December 2005**

	<b>2005</b>	<b>2004</b>
	<b>\$</b>	<b>\$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from members	336,550	312,983
Other Operating receipts	10,857	3,667
Payments to suppliers and employees	(350,786)	(302,524)
Interest received	8,580	2,936
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>2(b) 5,201</b>	<b>17,062</b>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payment for Shares in Credit Union	2	--
Property Purchased	296,689	--
Plant & Motor Vehicle purchases	12,414	--
Proceeds on sale Trade Hall Building	550,632	--
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<b><u>\$241,527</u></b>	<b><u>--</u></b>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of borrowings	--	--
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<b><u>--</u></b>	<b><u>--</u></b>
 <b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>246,728</b>	<b>17,062</b>
 <b>CASH AT THE BEGINNING OF THE FINANCIAL YEAR</b>	<b><u>124,992</u></b>	<b><u>107,930</u></b>
 <b>CASH AT THE END OF THE FINANCIAL YEAR</b>	<b>2(a) <u>\$371,720</u></b>	<b><u>\$124,992</u></b>

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE**  
**For the Year Ended 31 December 2005**

	Note	31 Dec 2005	31 Dec 2004
		\$	\$
<b>INCOME</b>			
Members Contributions	1(a)	257,368	238,861
Branch Levies		73,935	72,028
Interest Received		8,580	2,937
Rent Received		3,535	8,596
Sundry Income		1,391	253
Profit on Sale of Strata Units	6(b)	19,858	--
Distrib on Sale of Trades Hall	6(b)	<u>264,649</u>	<u>--</u>
<b>TOTAL INCOME</b>		<u><b>\$629,316</b></u>	<u><b>\$322,674</b></u>
<b>LESS EXPENDITURE INCURRED</b>			
Affiliation Fees		9,984	7,734
Capitation Fees		5,918	29,858
Audit & Accountancy Fees		4,950	4,600
Bank Fees, State & Federal Taxes		1,268	1,024
Computer Expenses		9,721	8,928
Depreciation / Loss on Disposal Plant & M/Vehicle		7,029	6,918
Diaries & Pens etc.		4,815	2,850
Donations		1,360	565
Meeting & Entertainment Expenses		1,917	4,505
Insurance		1,904	4,002
Interest – Credit Union		411	--
Legal & Industrial Expenses		23,439	8,057
Light & Power		274	3,530
Office Expenses		4,366	1,398
Motor Vehicle Expenses		11,338	16,545
Members Indemnity Insurance		28,071	27,404
Postage		1,355	1,212
Printing & Stationery		6,543	2,498
Publications		1,347	434
Provision for Doubtful Debts		--	3,986
Provision for Redundancy		3,606	3,605
Prov for Annual & Other Leave		16,301	4,977
Provision for Long Service Leave		5,103	5,197
Rates & Taxes		4,413	7,625
Rent of Office Equipment	11	5,936	7,981
Repairs & Maintenance		445	641
Salary & Allowances	12	109,035	114,055
Strata Title Maintenance		16,030	9,000
Staff Training		692	400
Superannuation	12	13,799	14,582

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO ACS**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE**  
**For the Year Ended 31 December 2005**

	Note	31 Dec 2005	31 Dec 2004
		\$	\$
Sundry Expenses		5,022	2,365
Removal & Relocation Exes		8,849	--
Telephone / Facsimile		14,053	11,036
Trade Union Education		3,316	3,120
Travel & Accommodation		4,885	790
Workcover Levy		2,057	2,265
Workcover Expenses		<u>3,917</u>	<u>4,116</u>
<b>TOTAL EXPENSES INCURRED</b>		<b><u>\$343,470</u></b>	<b><u>\$327,801</u></b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b><u>\$285,846</u></b>	<b><u>\$(5,127)</u></b>

**STATEMENT OF CHANGES IN EQUITY**  
**For the Year Ended 31 December 2005**

		\$	\$
<b>BALANCE 31 DEC 2004</b>		257,407	262,534
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<u>285,846</u>	<u>(5,127)</u>
<b>BALANCE OF ACCUMULATED FUNDS AT 31 DEC 2005</b>	10	<b><u>\$543,253</u></b>	<b><u>\$257,407</u></b>

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**For the Year Ended 31 December 2005**

**NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES & IN ACCORD WITH THE WORKPLACE RELATIONS ACT 1996**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, and the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Branch in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) **Basis of Accounting**

The accounts have been prepared on the basis of historical costs and going concern convention and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Contributions from members have been brought to account on a cash basis. All other income and expenditure of the Branch has been brought to account on an accrual basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

(b) **Provisions for Accrued Annual Leave and Long Service Leave**

Provision for Employee Benefits in the form of Accrued Annual Leave, Accrued Long Service Leave (expected to be settled within one year) and other Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

Employee benefits payable later than one year have been measured at the present value of expected future cash outflows to be made for those benefits.

(c) **Income Tax**

No Provision has been made in the accounts for income tax on the basis that the branch is exempt under section 50-15 of the income tax assessment Act 1997

(d) **Property, Plant & Equipment**

Each class of property, plant and equipment is carried at historical cost. This is spread over the estimated useful life of the asset to the organisation. Rates of decline used are:

Office Furniture & Equipment	Varying Rates, using both prime cost and diminishing value methods
Motor Vehicles	18.75% & 22.5% Diminishing Value

**2. WORKPLACE RELATIONS ACT 1996**

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, which reads

- (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 sub section (1).

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)**  
**For the Year Ended 31 December 2005**

		31 Dec 2005	31 Dec 2004
<b>NOTE 3.</b>	<b>CASH FLOW INFORMATION</b>		
<b>(a)</b>	<b>Reconciliation of Cash</b>		
	Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:		
		<b>2005</b>	<b>2004</b>
		\$	\$
	Cash at Commonwealth Bank Account	89,119	16,899
	Cash at Power State Credit Union	281,602	107,093
	Petty Cash	<u>1,000</u>	<u>1,000</u>
		<b><u>\$371,720</u></b>	<b><u>\$124,992</u></b>
<b>(b)</b>	<b>Reconciliation of Net Cash from Operating Activities to the Surplus/ (Deficit) For the year.</b>		
	Profit from Ordinary Activities	285,846	2,710
	<i>Non-Cash flows in profit from ordinary activities:</i>		
	- Depreciation	7,029	6,918
	- Net gain on disposal of Land & Buildings	<u>(284,508)</u>	<u>--</u>
		8,367	9,628
	<i>Change in Assets and Liabilities:</i>		
	Decrease/(Increase) in Receivables	11,178	898
	(Decrease)/Increase in Payables	(42,746)	(7,243)
	Increase in Provisions	<u>28,402</u>	<u>13,779</u>
	<b>Cash Flows from Operations</b>	<b><u>\$5,201</u></b>	<b><u>\$17,062</u></b>
<b>NOTE 4.</b>	<b>RECEIVABLES</b>		
	Subscriptions in Transit	6,445	11,692
	Accounts Receivable	--	9,917
	Less Prov'n for Doubtful Debts	<u>--</u>	<u>(3,986)</u>
		<b><u>\$6,445</u></b>	<b><u>\$17,623</u></b>
<b>NOTE 5.</b>	<b>INVESTMENTS</b>		
	Shares CPS Credit Union at Cost	<u>2</u>	<u>--</u>
<b>NOTE 6</b>	<b>PROPERTY, PLANT &amp; EQUIPMENT</b>		
<b>(a)</b>			
	Land & Buildings 6(b)	296,689	308,466
	Deduct Accumulated Depreciation	<u>--</u>	<u>(43,712)</u>
	Office Furn & Equip at Cost	<u>296,689</u>	<u>264,754</u>
		42,386	123,950
	Deduct Accumulated Depreciation	<u>(26,873)</u>	<u>(114,298)</u>
		<u>15,513</u>	<u>9,652</u>
	Motor Vehicles at Cost	29,345	29,345
	Deduct Accumulated Depreciation	<u>(22,992)</u>	<u>(21,147)</u>
		<u>6,353</u>	<u>8,198</u>
	<b>TOTAL FIXED ASSETS</b>	<b><u>\$318,555</u></b>	<b><u>\$282,604</u></b>

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)**  
**For the Year Ended 31 December 2005**

- (b) The Property at 63 Ledger Road BEVERLEY is measured at cost at 31.12.05 & is in the name of the Australian Rail, Tram & Bus Industry Union. During the year all interests in Trades Hall at South Terrace Adelaide were sold (refer to the Statement of Financial Performance.)
- (c) Movements in the Carrying Amounts of property plant & motor vehicles between the beginning & end of the year.

	<b>Land &amp; Buildings</b>	<b>Plant &amp; Equip</b>	<b>Motor Vehicle</b>
<b>Balance at the Beginning of the year</b>	264,754	9,652	8,198
<b>Additions</b>	296,689	12,414	--
<b>Disposals</b>	(264,754)	(2,450)	--
<b>Depreciation Expense</b>	<u>          --</u>	<u>      (4,103)</u>	<u>      (1,845)</u>
<b>Carrying amount at the End of the Year</b>	<u><b>\$296,689</b></u>	<u><b>\$15,513</b></u>	<u><b>\$6,353</b></u>

**NOTE 7. CREDITORS & BORROWINGS**

Accounts Payable	<u>31,167</u>	<u>73,913</u>
	<u><b>\$31,167</b></u>	<u><b>\$73,913</b></u>

**NOTE 8. PROVISIONS**

Provision Annual & Other Leave	39,940	23,639
Provision for Redundancy	43,262	39,656
Provision for Long Service Leave	<u>34,000</u>	<u>30,605</u>
	<u><b>\$117,202</b></u>	<u><b>\$93,900</b></u>

**NOTE 9. NON CURRENT PROVISIONS**

Provision for Long Service Leave	<u>5,100</u>	<u>          --</u>
	<u><b>\$5,100</b></u>	<u><b>\$0</b></u>

**NOTE 10. CONTINGENT LIABILITY**

A contingent liability exists for losses incurred at National or Branch level.

**NOTE 11. RENT OF OFFICE EQUIPMENT**

Payable within 1 year	7,123	<u>          --</u>
Payable > 1 & < 5 years	<u>21,964</u>	<u>          --</u>
	<u><b>\$29,087</b></u>	<u><b>          --</b></u>

**NOTE 12. PAYMENTS TO OFFICIALS**

Salaries - Elected Officers	60,078	62,978
- Other Staff	48,957	51,077
Superannuation - Elected Officers	9,672	9,985
- Other Staff	4,127	4,597

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT**



**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)**  
**For the Year Ended 31 December 2005**

**NOTE 13. DONATIONS**

Port Lincoln Bushfire Appeal	1,000	--
Other	<u>360</u>	<u>565</u>
	<u><b>\$1,360</b></u>	<u><b>\$565</b></u>

**NOTE 14. SEGMENT REPORTING**

The Branch operates as a trade Union & Provides employee Support to members.

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION**  
**S.A. & N.T. BRANCH**

**INDEPENDENT AUDITORS REPORT**

**Scope**

**The Financial report & Branch Council Responsibility**

We have audited the accompanying general purpose financial report of the Australian Rail, Tram & Bus Union, South Australian and Northern Territory Branch for the year ended 31 December 2005 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Branch Council is responsible for the preparation and presentation of the financial report and the information it contains. This includes responsibility for the maintenance of adequate accounting records & internal controls that are designed to prevent & detect fraud and error, and for the accounting policies and estimates inherent in the Financial Report.

**Audit Approach**

We conducted an Independent audit in order to express an opinion to the members of the Branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the Financial Report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the Financial Report presents fairly, in accordance with the Industrial Relations Act, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Branch's financial position, and of its performance as represented by the results of the operations and cash flows.

We formed our Audit Opinion on the basis of these procedures, which included:

- Examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- Assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

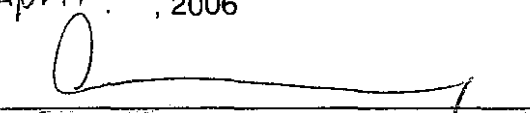
**Audit Opinion**

In our opinion-

- a) the financial report is properly drawn up so as to present fairly the financial position of the branch as at 31 December 2005 and its performance for the year ended on that date; and
- b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 Australian Accounting Standards and IFRS.

Signed at Adelaide this *4th* day of *April*, 2006

JH Doyle & Co  
176 Morphett Street  
ADELAIDE SA 5000

  
C. Wellington FCPA  
Registered Auditor



**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 Ray Hancox  
Branch Secretary  
ARTBIU  
South Australian & Northern Territory Branch  
63 Ledger Road  
BEVERLEY SA 5009

Dear Mr Hancox

**Lodgement of Financial Statements and Accounts for the ARTBIU South Australian & Northern Territory Branch for the year ending 31 December 2005 (FR2005/614)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 7 June 2006.

I am enclosing for your future reference a copy of the Industrial Registrars' Reporting Guidelines.

Levies

I note that an amount is included under Income in the Statement of Financial Performance, described as "Branch Levies". Paragraph 10 (d) of the Industrial Registrars' Reporting Guidelines requires that a brief description of the purpose of the levy be included in the financial statements.

Recovery of Wages Activity

Please note that in future financial returns your organisation is required to include certain declarations relating to any recovery of wages activity, if this was undertaken during the financial year. Please refer to pages 5 - 7 of the enclosed Industrial Registrars' Reporting Guidelines for more detailed information.

The financial statements and accounts for the year ending 31 December 2005 have been filed, and may be viewed on the internet at [www.e-airc.gov.au/139vsan/financial](http://www.e-airc.gov.au/139vsan/financial).

Yours sincerely,

A handwritten signature in black ink that reads "Belinda Penna".

Belinda Penna  
for Deputy Industrial Registrar

8 June 2006