



FAIR WORK
COMMISSION

27 September 2013

Mr Ashley Waddell
Secretary, South Australian & Northern Territory Branch
ARTBIU
Ray Hancox House, 63 Ledger Road
BEVERLEY SA 5009

Dear Mr Waddell

Re: Lodgement of Financial Accounts and Statements – ARTBIU, South Australian and Northern Territory Branch – for year ending 31 December 2012 (FR2012/551)

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission on 7 June 2013.

I have filed the documents. However the correct application of various requirements has been brought to my attention since filing the previous year's report and I explain these requirements in the attached table.

New Reporting Guidelines were issued on 26 June 2013, which replace the previous version of the Guidelines issued in 2003. They will apply to the Branch's next financial report. I attach a copy and encourage you to read them closely and to contact me on (02) 6723 7237 if you have any queries about the financial reporting requirements.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

Table of particular requirements

Provision	What it says	Explanation
<p>S252(4)</p> <p>S253(1)</p> <p>AASB 101 (27)</p>	<p>“...an organisation....may keep the financial records for its membership subscriptions separately on a cash basis”</p> <p>“...a reporting unit must cause a general purpose financial report to be prepared, in accordance with the Australian Accounting Standards....”</p> <p>“An entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting”.</p>	<p>The reporting of membership subscriptions or contributions needs clarification. Your Note 1(a) states that “...<i>contributions from members have been brought to account on a cash basis. All other income and expenditure has been kept on an accrual basis...</i>”</p> <p>Read carefully, in conjunction with the Accounting Standards, the Act makes a distinction between (i) keeping records and (ii) preparing reports.</p> <p>Even if membership contributions records are kept through the year on a cash basis, as permitted by section 252(4), contributions must be reported on an accrual basis. Appropriate adjustment may be necessary therefore to comply with section 253(1) and AASB 101.</p>
<p>S254(2)(a)</p> <p>Operating Report</p>	<p>“The operating report must contain a review of the reporting unit’s principal activities during the year, <i>the results of those activities</i> and any significant changes in the nature of those activities during the year”</p>	<p>This is a commonly overlooked or misinterpreted element of operating report reviews, and does not appear to have been previously explained by FWC.</p> <p>The results are often reported as a financial result such as a net profit or loss. More correctly, the results will be industrial in nature, and non-financial. There is no prescribed degree of detail. The ‘principal activities’ have been described very comprehensively. Here it would suffice to state whether the activities described have generally achieved their objectives or identify briefly any significant achievements or results of particular activities.</p>
<p>Australian Accounting Standards (general)</p> <p>AASB 1054 - 10, 11</p>	<p>“An entity shall disclose fees to each auditor....separately for</p> <p>(a) the audit.....</p> <p>(b) all other services performed during the reporting period</p> <p>....an entity shall describe the nature of other services”</p>	<p>This standard distinguishes between “fees to the auditor for the audit” and other expenses paid to auditors such as “accountancy”, for example.</p> <p>The balance for “Audit & Accountancy Fees” will need to be separated into the two categories, as necessary.</p>
<p><i>General Note</i></p> <p>The new Reporting Guidelines set out a number of specific items for disclosure and make it a requirement to avoid doubt by making specific statements in relation to specifically prescribed items even where they have not occurred in any reporting period. [see paragraphs 14, 16, 18, 20, 22, 24, 26, 33, 38 attached]</p> <p>As a general rule, to avoid doubt in matters of compliance, using the words, terms, descriptions or phrases set out in legislation, regulations or other standards is often the simplest approach to avoid inadvertently misinterpreting or overlooking information disclosures.</p>		

From: KELLETT, Stephen
To: ["theteam@rtbusant.org.au"](mailto:theteam@rtbusant.org.au)
Subject: Attention Mr Ashley Waddell - Financial report for y/e 31 Dec 2012 - filing
Date: Friday, 27 September 2013 10:27:00 AM
Attachments: [ARTBIU SANT FR2012 551 \(final\).pdf](#)
[fr_guidelines_253_2013.pdf](#)

Dear Mr Waddell,

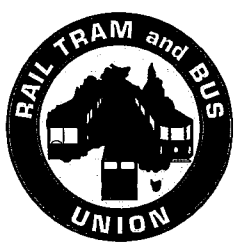
Please see attached my letter in relation to the above, plus attachment.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au



RAIL TRAM & BUS INDUSTRY UNION

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

South Australian & Northern Territory Branch

Ray Hancox House, 63 Ledger Road, BEVERLEY SA 5009

ABN No. 18 927 056 991

Please address all correspondence to the Secretary
Ref: S\Industrial Registry\FWA 311212 Fin Audit

Telephone: (08) 8243 2511
FreeCell: 1800 801 063
Facsimile: (08) 8243 2566
Email: theteam@rtbusant.org.au

04 June 2013

Mr Stephen Kellett
Organisations, Research and Advice Branch
Fair Work Australia
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



Dear Sir

**Re: Australian Rail Tram and Bus Industry Union SA&NT Branch
FINANCIAL STATEMENTS for the year ending 31st December 2012**

Please find attached duplicate copies of the documents listed below, which we forward for lodgment in order to fulfill the reporting requirements of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

- Financial Statements for the year ending 31st December 2012 and Auditors Report – two (2) copies.
- Committee of Managements Certificate dated 25th March 2013.
- A copy of the Notice which was forwarded to all Union members at all locations, together with a copy of the Full Report, dated 2nd April 2013.
- The Secretary's Certificate dated 4th June 2013.
- Independent Auditor's Report dated 25th March 2013.

The Financial Statement was first presented to the Branch Executive at its meeting on **25th March 2013.**

Following the circulation of the full report to all members in all locations, the full report was presented to the Branch Council at its meeting on **4th June 2013.**

Should you require further information regarding the General Purpose Financial Report (GPFR) for the year ending 31st December 2012, please do not hesitate to contact me.

Regards

Ashley Waddell
Branch Secretary

SECRETARY'S CERTIFICATE

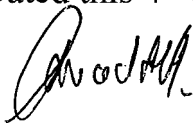
s268 Fair Work (Registered Organisations) Act 2009

I, ASHLEY JOHN WADDELL, being the Branch Secretary of the Australian Rail Tram and Bus Industry Union, South Australian Northern Territory Branch, trading as the Rail Tram and Bus Industry Union, SA/NT Branch, certify:

- that the documents lodged herewith are copies of the full report of, The Operating report, The General Purpose Financial Report for the year ending 31st December 2012 and an Auditor's Report referred to in s268 and s257 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided free of charge to members on 2nd April 2013 via facsimile, email or via Australia Post to all locations where RTBU members are employed; and
- that the full report was first presented to a meeting of the Branch Executive, being our Committee of Management of the reporting unit on 25th March 2013; in accordance with s266 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was secondly presented to a meeting of the Branch Council, being our Committee of Management of the reporting unit on 4th June 2013; in accordance with s266(3) of the Fair Work (Registered Organisations) Act 2009.

I have also enclosed a copy of the Notice to Members dated 2nd of April 2013.

Dated this 4th of June 2013



Ashley Waddell
Branch Secretary



RAIL TRAM & BUS INDUSTRY UNION

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

South Australian & Northern Territory Branch

Ray Hancox House, 63 Ledger Road, BEVERLEY SA 5009

ABN No. 18 927 056 991

Telephone: (08) 8243 2511

FreeCell: 1800 801063

Facsimile: (08) 8243 2566

Email: theteam@rtbusant.org.au

Please address all correspondence to the Secretary

02 April 2013

NOTICE TO ALL RTBU MEMBERS

Financial Statements & Auditors Report for the year ending 31st December 2012

A notice is given to all members in accordance with the Fair Work Act 2009, that the Rail Tram and Bus Industry Union South Australian and Northern Territory Branch is required to provide all members with information associated with the financial affairs of the Union for the year ended 31/12/2012.

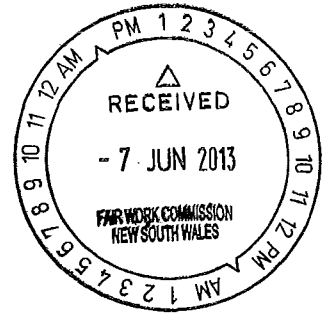
Attached to this notice is a full copy of the Financial Statements and Auditors Report sent to all locations (via facsimile, email or via Australia Post) where RTBU SA/NT Members are employed in order to comply with those obligations under the Act.

In addition, the report is now available on the Branch website (www.rtbusant.org.au). Should any member require a personal copy please contact the Branch office on 08 8243 2511, facsimile 08 8243 2566 or by email to theteam@rtbusant.org.au.

Ashley Waddell
Branch Secretary

COPY

FINANCIAL STATEMENTS
OF



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

For the Year Ended 31 December 2012

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Audit Report

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, SA/NT Branch, for the financial year ended 31st December 2012, 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 Surplus for the year of \$39,975 (2011 Surplus of \$39,682.)

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 Fair Work 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 1094 members of the Branch as at 31st December 2012.

7. EMPLOYEES OF THE BRANCH COUNCIL

As at 31 December 2012 the Branch Council employed a total number of 3 employees on a full time basis.

8. BRANCH COUNCIL

The following persons were members of the Branch Council during the year ended 31st December 2012:

NAME	PERIOD OF APPOINTMENT
Ashley Waddell	01/01/12 to 31/12/12
Kym Harris	01/01/12 to 31/12/12
Shirley Bates	01/01/12 to 31/12/12
Peter Coffey	01/01/12 to 31/12/12
Michael Kavanagh	01/01/12 to 31/12/12
Darren Phillips	01/01/12 to 31/12/12
Steven Waters	01/01/12 to 31/12/12
Joshua Sundqvist	01/01/12 to 31/12/12
Steven Blight	01/01/12 to 10/01/12
Christopher Fairman	01/01/12 to 31/12/12

Signed in accordance with the resolution of the Branch Council.



A. WADDELL

DATED: 25/03/2013

(3)
AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
S.A. & N.T. BRANCH

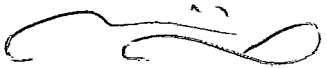
COMMITTEE OF MANAGEMENT'S CERTIFICATE

On 25 MARCH 2013 the Branch Committee of Management of the Australian Rail, Tram & Bus Union, SA & NT Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 31 December 2012.

The Committee of Management declares in relation to the GPFR that in it's opinion:

- a) the financial statements and notes comply with Australian Accounting & Reporting Standards;
- b) the financial statements and notes comply with the reporting guidelines of the Fair Work Australia;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position, changes in equity and cash flows of the Branch for the financial year ending 31 December 2012;
- d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- e) during the financial year ended 31 December 2012 and since the end of the financial year;
 - i) meetings of Branch Committee of Management were held in accordance with the rules of the Branch; and
 - ii) the financial affairs of the Branch have been managed in accordance with the rules of the Organisation and including those of the Branch; and
 - iii) the financial records of the Branch have been kept and maintained in accordance with the Fair Work (R.O.) Act 2009;
 - iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other Branches of the Organisation;
 - v) the information sought in any request of a member of the reporting unit or Fair Work Australia duly made under the Act, has been furnished to the member or Fair Work Australia;
 - vi) there has been compliance with any order for inspection of the financial records was made by the Commission under the Fair Work (R.O.) Act 2009 and
 - vii) all recovery of wages activity has been fairly & accurately reported.

Signed in accordance with a resolution passed by the Committee
dated

Signed: 
Branch President
D PHILLIPS

Signed: 
Branch Vice President

Dated 25-03-13

Dated 25-03-2013

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

BALANCE SHEET
As at 31 December 2012

	Note	31 Dec 2012 \$	31 Dec 2011 \$
CURRENT ASSETS			
Cash	3(a)	495,766	407,182
Receivables	4	20,786	17,284
Other	5	<u>684</u>	<u>---</u>
TOTAL CURRENT ASSETS		<u>\$517,236</u>	<u>\$424,466</u>
NON - CURRENT ASSETS			
Property, Plant & Equipment	6	<u>327,526</u>	<u>329,918</u>
TOTAL NON - CURRENT ASSETS		<u>\$327,526</u>	<u>\$329,918</u>
TOTAL ASSETS		<u>\$844,762</u>	<u>\$754,384</u>
CURRENT LIABILITIES			
Creditors & Borrowings	7	50,477	26,459
Provisions	8	<u>93,739</u>	<u>70,457</u>
TOTAL CURRENT LIABILITIES		<u>\$144,216</u>	<u>\$96,916</u>
NON-CURRENT LIABILITIES			
Provisions	9	<u>8,431</u>	<u>5,328</u>
TOTAL NON-CURRENT LIABILITIES		<u>\$8,431</u>	<u>\$5,328</u>
TOTAL LIABILITIES		<u>\$152,647</u>	<u>\$102,244</u>
NET ASSETS		<u>\$692,115</u>	<u>\$652,140</u>
Retained Profits – General Fund		\$472,915	\$455,998
Retained Surplus – LEVY Fund		<u>\$219,200</u>	<u>\$196,142</u>
TOTAL EQUITY		<u>\$692,115</u>	<u>\$652,140</u>

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

(5)
AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
S.A. & N.T. BRANCH

STATEMENT OF CASH FLOWS
For the Year Ended 31 December 2012

	2012	2011
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members	585,555	522,439
Other Operating receipts	12,292	8,884
Payments to suppliers and employees	(502,676)	(487,700)
Interest received	14,206	15,395
NET CASH PROVIDED BY OPERATING ACTIVITIES	2(b) \$109,377	\$59,018
 CASH FLOWS FROM INVESTING ACTIVITIES		
Property & Improvements Purchased	---	---
Plant & Motor Vehicle Purchased	(\$20,793)	(25,531)
Proceeds from sale of Plant	---	---
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	(\$20,793)	(\$25,531)
 CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings	---	---
NET CASH USED IN FINANCING ACTIVITIES	---	---
 NET INCREASE/(DECREASE) IN CASH HELD	\$88,584	\$33,487
 CASH AT THE BEGINNING OF THE FINANCIAL YEAR	407,182	373,695
 CASH AT THE END OF THE FINANCIAL YEAR	2(a) \$495,766	\$407,182

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

(6)

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

INCOME STATEMENT
For the Year Ended 31 December 2012

	Note	31 Dec 2012 \$	31 Dec 2011 \$
INCOME			
Members Contributions	1(a)	516,082	467,025
Branch Levies	1(a)	64,834	57,983
Interest Received		14,890	15,395
National Office Reimbursements		6,729	7,354
Sundry Income		5,563	1,530
		<hr/>	<hr/>
TOTAL INCOME		<u>\$608,098</u>	<u>\$549,287</u>
LESS EXPENDITURE INCURRED			
Affiliation Fees		12,961	10,957
Capitation Fees Nat ART & BIU		75,676	67,416
Audit & Accountancy Fees		6,155	5,975
Bank Fees		1,883	1,771
Computer Expenses		9,752	4,433
Depreciation & Capital Allowance		23,185	11,590
Diaries & Promotions		6,328	2,493
Donations	11	454	5,300
Fringe Benefits Tax		1,323	877
Meeting & Entertainment Expenses		5,055	3,409
Insurance		4,678	4,119
Legal & Industrial Expenses		8,072	5,257
Light & Power		1,944	3,119
Office Expenses		1,444	1,206
Motor Vehicle Expenses		11,764	9,990
Members Indemnity Insurance & Expenses		27,238	47,323
Postage		1,193	1,240
Printing & Stationery		1,625	1,677
Publications		1,856	1,924
Prov for Annual & Other Leave		15,215	7,744
Provision for Long Service Leave		11,170	932
Rates & Taxes		3,711	3,435
Rent of Office Equipment	12	5,028	7,136
Repairs & Maintenance		1,737	1,964
Salary & Allowances	13	252,467	234,653
Sponsorship	14	3,182	---
Staff & Member Training		9,239	8,304
Superannuation	13	22,095	20,924

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

(7)
AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
S.A. & N.T. BRANCH

INCOME STATEMENT
For the Year Ended 31 December 2012

	Note	31 Dec 2012	31 Dec 2011
		\$	\$
Sundry Expenses		702	176
Telephone / Facsimile		10,685	10,193
Travel & Accommodation		19,142	14,267
Workcover Levy		4,060	3,283
Workcover Expenses		<u>7,104</u>	<u>6,518</u>
TOTAL EXPENSES INCURRED		<u>\$568,123</u>	<u>\$509,605</u>
(DEFICIT) SURPLUS FOR THE YEAR		<u>\$39,975</u>	<u>\$39,682</u>

STATEMENT OF CHANGES IN EQUITY
For the Year Ended 31 December 2012

	TOTAL	GENERAL FUND	LEVY FUND
	\$	\$	\$
Opening Balance	652,140	455,998	196,142
SURPLUS (DEFICIT)	<u>39,975</u>	<u>16,917</u>	<u>23,058</u>
CLOSING BALANCE	<u>\$692,115</u>	<u>\$472,915</u>	<u>\$219,200</u>

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

(8)
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 2012

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES & IN ACCORD WITH THE FAIR WORK (R.O.) ACT 2009

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, and the Fair Work (R.O.) Act 2009. 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 the going concern convention and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets. Except for contributions in transit 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.

Branch Levies

The purpose of the levy is to meet training expenditure and to provide Insurance benefits to members.

(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 their base value.

(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 diminishing value method
Motor Vehicles	25% Diminishing Value
Building & Improvements	2.5% Prime Cost

2. FAIR WORK (R.O.) ACT 2009

In accordance with the requirements of the Fair Work (R.O.) Act 2009, 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 FWA, 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).

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

(9)
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 2012

	31 Dec 2012	1 Dec 2011
NOTE 3. CASH FLOW INFORMATION		
(a) Reconciliation of Cash		
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:		
	2012	2011
	\$	\$
Cash at Commonwealth Bank Account	214,153	139,723
Cash at Community CPS Credit Union	280,613	266,459
Petty Cash	<u>1,000</u>	<u>1,000</u>
	2(a) <u>\$495,766</u>	<u>\$407,182</u>
(b) Reconciliation of Net Cash from Operating Activities to the Surplus/ (Deficit) For the year.		
Profit (Loss) from Ordinary Activities	39,975	39,682
<i>Non-Cash flows in profit from ordinary activities:</i>		
- Depreciation	<u>23,185</u>	<u>11,590</u>
	63,160	51,272
<i>Change in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	(3,502)	(2,569)
Decrease/Increase in Other Current Assets	(684)	---
(Decrease)/Increase in Payables	24,018	1,638
Increase in Provisions	<u>26,385</u>	<u>8,677</u>
Cash Flows from Operations	2(b) <u>\$109,377</u>	<u>\$59,018</u>
NOTE 4. RECEIVABLES		
Subscriptions in Transit	12,645	17,284
Other Account Receivables	<u>8,141</u>	<u>---</u>
	<u>\$20,786</u>	<u>\$17,284</u>
NOTE 5. OTHER CURRENT ASSETS		
Interest Accrued	<u>684</u>	<u>---</u>
NOTE 6. PROPERTY, PLANT & EQUIPMENT		
(a)		
Land & Buildings at Cost	6(b) 326,183	326,183
Deduct Accumulated Depreciation	<u>(40,993)</u>	<u>(35,492)</u>
	285,190	290,691
Office Furniture & Equip at Cost	59,337	43,585
Deduct Accumulated Depreciation	<u>(43,686)</u>	<u>(39,938)</u>
	15,651	3,647
Motor Vehicles at Cost	49,768	49,768
Deduct Accumulated Depreciation	<u>(23,083)</u>	<u>(14,188)</u>
	26,685	35,580
TOTAL FIXED ASSETS	<u>\$327,526</u>	<u>\$329,918</u>

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 2012

- (a) At 31/12/12 The Property at 63 Ledger Road BEVERLEY is valued at cost & is in the name of the Australian Rail, Tram & Bus Industry Union.
- (c) Movements in the Carrying Amounts of property plant & motor vehicles between the beginning & end of the year.

	Land & Buildings	Plant & Equip	Motor Vehicle
Balance at the Beginning of the year	290,691	3,647	35,580
Sales	--	--	--
Additions	--	20,793	--
Depreciation Expense	<u>(5,501)</u>	<u>(8,789)</u>	<u>(8,895)</u>
Carrying amount at the End of the Year	<u>\$285,190</u>	<u>\$15,651</u>	<u>\$26,685</u>

NOTE 7. CREDITORS & BORROWINGS	2012	2011
National Office	15,799	6,122
GST	7,826	5,329
Other Accounts Payable	<u>26,852</u>	<u>15,008</u>
	<u>50,477</u>	<u>26,459</u>

NOTE 8. PROVISIONS		
Provision Annual & Other Leave	59,761	44,546
Provision for Long Service Leave	<u>33,978</u>	<u>25,911</u>
	<u>\$93,739</u>	<u>\$70,457</u>

NOTE 9. NON CURRENT PROVISIONS		
Provision for Long Service Leave	<u>8,431</u>	<u>5,328</u>

NOTE 10. CONTINGENT LIABILITY
A contingent liability exists for losses incurred at National or Branch level.

NOTE 11. DONATIONS	2012	2011
National Office		
-Queensland Premiers Disaster Relief	---	5,000
Other Donations each less than \$1000	<u>454</u>	<u>300</u>
	<u>\$454</u>	<u>\$5,300</u>

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 2012

	2012	2011
NOTE 12. RENT OF OFFICE EQUIPMENT		
Payable within 1 year	5,531	5,531
Payable > 1 & < 5 years	<u>10,601</u>	<u>16,132</u>
	<u>\$16,132</u>	<u>\$21,663</u>
NOTE 13. PAYMENTS TO OFFICIALS		
Salaries - Elected Officers	196,773	182,579
- Other Staff	55,694	52,074
Superannuation - Elected Officers	16,943	16,188
- Other Staff	5,152	4,736
Fringe Benefits - Elected Officers	7,966	7,869
NOTE 14. SPONSORSHIP		
Flinders Park Football Club	3,182	---
NOTE 15. RECOVERY OF WAGES		
Representation Fees		
Recovered From Employer	1,295	---
Fee Paid to Sub Contract Representative	<u>(1,295)</u>	<u>---</u>
	<u>NIL</u>	<u>---</u>
NOTE 16. SEGMENT REPORTING		
The Branch operates as a Trade Union & provides employee support to members.		

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

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

INDEPENDENT AUDITORS REPORT

To the members of the Australian Rail, Tram & Bus Industry Union, S.A. & N.T. Branch

We have audited the accompanying financial report, of the Australian Rail, Tram & Bus Industry Union, S.A. & N.T. Branch, which comprises the balance sheet as at 31st December 2012, and the statement of comprehensive income for the year then ended, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the committee of management certificate.

Branch Committees' Responsibility for the Financial Report

The Branch Committee of the Australian Rail, Tram & Bus Industry Union, S.A. & N.T. Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (R.O.) Act 2009 and for such internal control as the Branch Committee determine is necessary to enable the preparation and fair presentation of a financial report that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organisations preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Branch Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Electronic publication of the audited financial report

It is our understanding that the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch intends to electronically present the audited financial report and auditor's report on its internet website. Responsibility for the electronic presentation of the financial report on the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch's website is that of the Branch Committee of the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch. The security and controls over information on the website should be addressed by the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch to maintain the integrity of the data presented. The examination of controls over the electronic presentation of audited financial reports on the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch's website is beyond the scope of the audit of the financial report.

Opinion

In our opinion, the financial report of the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch presents fairly, in all material respects the Australian Rail, Tram & Bus Industry Union S.A. & N.T. Branch's financial position as at 31st December 2012 and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and in accordance with the provisions of the Fair Work (R.O.) Act 2009.

JH DOYLE & CO
138 Gilles St
ADELAIDE
C WELLINGTON



DATED: 25. 3. 13

Registered Auditor, Certified Practising Accountant.



FAIR WORK
COMMISSION

18 January 2013

Mr Ashley Waddell
Branch Secretary
Australian Rail, Tram and Bus Industry Union-South Australian and Northern Territory Branch
Sent by email: ashley@rtbusant.org.au

Dear Mr Waddell,

Re: Lodgement of Financial Report - [FR2012/551]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Australian Rail, Tram and Bus Industry Union-South Australian and Northern Territory Branch (the reporting unit) ended on 31 December 2012.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2013 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to 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.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.