



5 July 2017

Mr Darren Phillips
Secretary, South Australian and Northern Territory Branch
Australian Rail, Tram and Bus Industry Union

By email: Luisa@rtbusant.org.au

CC: Auditor, Natale Rugari

Dear Mr Phillips,

Australian Rail, Tram and Bus Industry Union, South Australian and Northern Territory Branch - Financial Report for the year ended 31 December 2016 - [FR2016/411]

I acknowledge receipt of the financial report of the South Australian and Northern Territory Branch of the Australian Rail, Tram and Bus Industry Union. The documents were lodged with the Registered Organisations Commission ('the ROC') on 23 June 2017.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming whether the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the period ending 31 December 2017 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. However I make the following comments to assist you when you next prepare a financial report. The ROC will confirm this issue has been addressed prior to filing next year's report.

New Format for Auditor's Statement

The Auditing and Assurance Standards Board (AUASB) has released new requirements for auditor reports effective for financial reporting periods ending on or after 15 December 2016. The Auditor's Statement for the organisation/branch was not prepared in accordance with the new format required by ASA 700 *Forming an Opinion and Reporting on a Financial Report*.

Please ensure that the auditor's statement in relation to next year's financial report is prepared in accordance with ASA 700.

Reporting Requirements

On the ROC website is a number of factsheets in relation to the financial reporting process and associated timelines. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The ROC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Please note that new Reporting Guidelines will apply to organisations and branches with financial years commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

If you have any queries regarding this letter, please contact me via email at stephen.kellett@roc.gov.au.

Yours faithfully

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett
Financial Reporting
Registered Organisations Commission

From: KELLETT,Stephen
Sent: Wednesday, 5 July 2017 5:37 PM
To: 'Luisa@rtbusant.org.au'
Cc: 'admin@ascensio.com.au'
Subject: Attention Mr Darren Phillips - financial reporting - ARTBIU SANT - y/e 31 Dec 2016 - filing [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Ms Gapac,

Please see attached my letter in relation to the above.

Yours faithfully

STEPHEN KELLETT
Senior Adviser
Financial Reporting
Registered Organisations Commission

Tel: (02) 6746 3283
Email: stephen.kellett@roc.gov.au

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www.roc.gov.au



Please consider the environment before printing this message



RTBU SAN FR2016
411 (primary final).pdf

From: Luisa Gapac [<mailto:Luisa@rtbusant.org.au>]

Sent: Friday, 23 June 2017 9:57 AM

To: ROC - Registered Org Commission

Subject: ON CMS FR2016/411 ARTBIU SA/NT Branch Annual Financial Reports - 2016 GPFR & Secretary's Certificate

[FR2016/411](#)

Dear Sir/Madam

Please find attached our organisation's General Purpose Financial Report for the financial year ended 31 December 2016 and the Branch Secretary's Certificate.

We hope this satisfies our reporting obligations under the new Registered Organisations Commission.

Kind regards

Luisa Gapac

Office Administrator

Australian Rail Tram & Bus Industry Union
SA & NT Branch (RTBU)
Ray Hancox House, 63 Ledger Road
BEVERLEY SA 5009

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Website: www.rtbusant.org.au



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2017 GPFR Sec Certificate 23Jun17.p



ARTBIU GP Financial Report 31Dec2016.p

Australian Rail Tram & Bus Industry Union
(RTBU SA&NT Branch)

s.268 Fair Work (Registered Organisations) Act 2009

Secretary's Certificate for the period ended 31 December 2016

I, DARREN BRETT PHILLIPS, 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 (RTBU SA & NT), certify:

- that the documents lodged herewith are copies of the full financial report for the Australian Rail Tram & Bus Industry Union South Australia & Northern Territory Branch for the year ending 31st December 2016 and an Auditor's Report dated the 16th March 2017 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the Committee of Management of the reporting unit on the first meeting dated the 16th March 2017 in accordance with s.265; and
- that the full report was provided free of charge to members on 16th March 2017 via facsimile, email or via Australia Post to all locations where RTBU members are employed and posted on the website; and
- that the full report was presented to the Committee of Management of the reporting unit on the second meeting dated the 21st June 2017 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Darren Phillips
Branch Secretary

Dated this 23rd day of June 2017

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

SA & NT BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
SA & NT BRANCH**

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AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the period ended 31 December 2016

I Darren Phillips being the Branch Secretary of the Australian Rail, Tram & Bus Industry Union SA & NT Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Rail, Tram & Bus Industry Union SA & NT Branch for the period ended 31 December 2016 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the reporting unit on 16th March 2017; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 16th March 2017 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer: 

Name of prescribed designated officer: DARREN BRETT PHILLIPS

Title of prescribed designated officer: BRANCH SECRETARY

Dated: 16th March 2017

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

OPERATING REPORT

The Branch Executive, being the Committee of Management for the purposes of the Fair Work (Registered Organisations) Act 2009, presents its operating report of the Australian Rail, Tram & Bus Industry Union SA & NT Branch (ARTBIU) for the financial year ended 31 December 2016

The Union is a 'not for profit' entity, and a registered organisation under Fair Work Act (2009).

Review of the State's Principal Activities

The ARTBIU's principal activities for the reporting period were as follows:

- Implement National and Branch Council Decisions
- Implement the Union's organizing agenda, including direct assistance and strategic advice on particular industry or site; organizing 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 provide 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.

Significant Changes in Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Results of Principal Activities

During the year to 31 December 2016 the objectives and principal activities described above were generally achieved.

The Branch's principal activities resulted in a surplus/(deficit) for the financial year of **\$2,651**

Significant Changes in Financial Affairs

There were no significant changes in the financial affairs of the Branch during the financial year.

The Right of Members to Resign

All members of the Union have the right to resign from the Union in accordance with Rule 14(1) and 14 (3) of the Union Rules, (and Section 254 (2)(c) of the Fair Work (Registered Organisations) Act 2009); namely by providing notice, addressed and delivered to the Secretary via email, post, facsimile or in person.

State Officers or Members who are Trustees of a Superannuation Entity

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

1. A Trustee of a superannuation entity or exempt public sector superannuation scheme;
2. A director of a company that is trustee of a superannuation entity or an exempt public sector superannuation scheme; and
3. Where a criterion for the officer being trustee or director is that the officer is an officer of a registered organisation.

Other Relevant Information

The Committee of Management is not aware of any other relevant information.

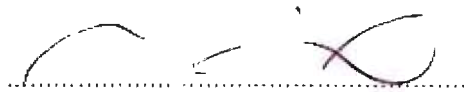
AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

Prescribed Information Required Under the Fair Work (Registered Organisations) Regulations 2009

- (a) The number of persons who were recorded in the register of members on 31 December 2016 was 944.
- (b) The number of persons who were employees of the reporting unit on 31 December 2016 was 3.
- (c) The name of each person who has been a member of State Branch Council, at any time during the reporting period, and the period for which he or she held such a position is as follows:

Name	Period Position Held
Kym Harris	01/01/2016 – 31/12/2016
Steven Waters	01/01/2016 – 16/08/2016
Carolyn Meridew	01/01/2016 – 31/12/2016
Damien Cook	01/01/2016 – 31/12/2016
Brett Dawson	01/01/2016 – 31/12/2016
Darren Phillips	01/01/2016 – 31/12/2016
Craig Dalwood	01/01/2016 – 31/12/2016
Josh Sundqvist	01/01/2016 – 31/12/2016
Peter Homann	01/01/2016 – 31/12/2016
Michael Kavanagh	01/01/2016 – 31/12/2016
Stephen Blight	01/01/2016 – 31/12/2016
Wayne Harker	01/01/2016 – 31/12/2016
Trevor Smith	01/01/2016 – 31/12/2016

Signed in accordance with a resolution of Committee of Management



Darren Brett Phillips

Branch Secretary

16th March 2017

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

COMMITTEE OF MANAGEMENT'S STATEMENT

On 16th March 2017 the Branch Executive, being the Committee of Management of the Australian Rail, Tram and Bus Industry Union – SA & NT Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch Council for the year ended 31 December 2016.

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

- (a) the financial report and notes comply with the Australian Accounting Standards.
- (b) the financial report and notes comply with the reporting guidelines of the General Manager;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year ended 31 December 2016;
- (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 2016 and since the end of the financial year:
 - (i) meetings of the Branch committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the RO Act; and
 - (iv) as the organisation consists of two or more reporting units, 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; and
 - (v) no information has been sought in any request by a member of the Branch or General Manager duly made under Section 272 of the RO Act has been provided to the member or General Manager; and
 - (vi) no orders for inspection of financial records have been made by Fair Work Commission under section 273 of the RO Act.
- (f) during the financial year ended 31 December 2016 the Branch did not participate in any recovery of wages activity

This declaration is made in accordance with a resolution of the Committee of Management:



.....
Kym Harris – Branch President

16th March 2017

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	2016 \$	2015 \$
INCOME			
Branch Levies		63,867	69,275
Capitation Fees		-	-
Grants and/or Donations		-	-
Membership Contributions	1(a)(i)	519,425	555,221
National Office Expense Reimbursement		2,701	4,836
Workers' Compensation Recovered		9,627	26,700
Interest Received		14,232	14,848
Sundry Income		707	1,049
Profit (Loss) on Sale of Assets		1,275	-
TOTAL INCOME		<u>611,834</u>	<u>671,929</u>
EXPENDITURE			
Affiliation fees	4(a)	19,418	18,147
Bank charges		1,980	2,037
Capitation fees – National Office		74,612	81,620
Consideration to employers for payroll deductions		-	-
Compulsory levies		-	-
Conference & meeting expenses		2,552	3,388
Depreciation Expense		17,989	16,598
Diaries & Badges		5,002	1,034
Employee expenses		-	-
Fees/allowances – meeting and conferences		-	-
Finance Cost		-	-
Fringe Benefits Tax		3,471	7,238
General office expenses		11,584	17,785
Grants or donations	4(b)	-	-
Industrial Relations Expense		689	5,287
Insurance (Policy Held)		17,672	22,255
Emergency Transport & Funeral		42,508	18,677
Leave – Employees	1(a)(iii)	15,221	3,543
Leave – Officers	1(a)(iii)	8,278	(7,113)
Motor vehicle expenses		6,766	8,216
Penalties – via RO Act or RO Regulations		-	-
Professional services	5	5,500	10,500
Property Expenses		5,090	6,404
Sundry Expenses		-	-
Salaries & Wages – Employees		64,496	65,930
Salaries & Wages – Officials		207,141	199,827
Superannuation – Employees		7,672	8,262
Superannuation – Officials		27,135	25,706
Telephone & Information Technology		15,293	17,085
Training		7,529	7,933
Travel Expenses		16,384	14,815
Return to Work SA Premium		3,698	4,192
Workers' Compensation Expenses		21,502	25,987
TOTAL EXPENDITURE		<u>609,183</u>	<u>585,355</u>
NET SURPLUS/ (DEFICIT) FOR THE YEAR		<u>2,651</u>	<u>86,574</u>

The above statement should be read in conjunction with the notes

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2016

	Note	2016 \$	2015 \$
ASSETS			
Current Assets			
Cash and cash equivalents	6	692,185	674,850
Receivables	7	27,772	22,236
Accrued Interest		1,384	3,102
Prepayments		3,611	3,592
Total Current Assets		<u>724,953</u>	<u>703,780</u>
Non-Current Assets			
Land & Buildings	8(a)	335,713	335,713
Less: Accumulated Depreciation		(62,871)	(57,503)
Office Equipment & Furniture	8(b)	70,257	70,257
Less: Accumulated Depreciation		(64,014)	(62,211)
Motor Vehicles	8(c)	44,781	47,131
Less: Accumulated Depreciation		<u>(15,270)</u>	<u>(23,076)</u>
Total Non-Current Assets		<u>308,596</u>	<u>310,311</u>
TOTAL ASSETS		<u>1,033,549</u>	<u>1,014,091</u>
TOTAL LIABILITIES			
Current Liabilities			
Trade and other payables	9	8,227	13,063
GST Payable		5,783	5,953
FBT Payable		1,139	1,501
PAYG Payable		5,328	6,149
Provision for Annual Leave - Employees	1(a)(iii)	11,944	9,846
Provision for Annual Leave – Officials	1(a)(iii)	52,135	39,012
Provision for Long Service Leave – Employees	1(a)(iii)	22,504	20,195
Provision for Long Service Leave – Officials	1(a)(iii)	31,102	25,133
Total Current Liabilities		<u>141,112</u>	<u>124,305</u>
NET ASSETS (LIABILITIES)		<u>892,437</u>	<u>889,786</u>
MEMBERS' FUNDS			
General Fund		601,213	594,669
Levy Fund		291,224	295,117
ACCUMULATED FUNDS (LOSSES)		<u>892,437</u>	<u>889,786</u>

The above statement should be read in conjunction with the notes

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

STATEMENT OF CHANGES IN ACCUMULATED FUNDS (LOSSES) FOR THE YEAR ENDED 31 DECEMBER 2016

	General Fund	Levy Fund	Total Accumulated Funds
	\$	\$	\$
Balance at 1 January 2015	533,797	269,413	803,210
Net Surplus (Deficit) for the year	<u>60,871</u>	<u>25,703</u>	<u>86,574</u>
Balance at 31 December 2015	<u>594,669</u>	<u>295,117</u>	<u>889,786</u>
Net Surplus (Deficit) for the year	<u>6,544</u>	<u>(3,893)</u>	<u>2,651</u>
Balance at 31 December 2016	<u>601,213</u>	<u>291,224</u>	<u>892,437</u>

The above statement should be read in conjunction with the notes

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	564,287	633,717
Payments to Suppliers and employees	(547,902)	(539,911)
Interest received	14,232	14,848
Net cash provided by (used in) operating activities (note 2)	<u>30,616</u>	<u>108,654</u>
Cash Flow From Investing Activities		
Payment for:		
Payments for property, plant and equipment	<u>(14,999)</u>	<u>(1,577)</u>
Net cash provided by (used in) investing activities	<u>(14,999)</u>	<u>(1,577)</u>
Net increase (decrease) in cash held	15,617	107,076
Cash at the beginning of the year	<u>677,952</u>	<u>570,876</u>
Cash at the end of the year (note 1)	<u>693,569</u>	<u>677,952</u>

The above statement should be read in conjunction with the notes

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2016 cont.

2016

2015

Note 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 year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at Bank	160,931	159,530
Cash on Hand	1,000	1,000
Term Deposits	530,254	514,320
Accrued Interest	1,384	3,102
	<u>693,569</u>	<u>677,952</u>

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

Operating profit (loss) after tax	2,651	86,574
Depreciation	17,989	16,598
(Profit) / Loss on sale of property, plant and equipment	(1,275)	
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	(5,537)	3,656
(Increase) decrease in prepayments	(19)	4,715
Increase (decrease) in trade creditors and accruals	(4,836)	(3,608)
Increase (decrease) in employee entitlements	22,175	(414)
Increase (decrease) in sundry provisions	(532)	1,132
Net cash provided by operating activities	<u>30,616</u>	<u>108,654</u>

The above statement should be read in conjunction with the notes

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial statements are general purpose financial statements which have been prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board and the *Fair Work (Registered Organisations) Act 2009*.

The financial report is for the Australian Rail, Tram & Bus Industry Union SA & NT Branch, an organisation registered under the RO Act. For the purpose of preparing the general purpose financial statements, the Australian Rail, Tram & Bus Industry Union SA & NT Branch is a not-for-profit entity.

The financial report has been prepared on an accrual basis and in accordance with historical cost. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

The following is a summary of the significant accounting policies adopted by the Branch in the preparation of the financial report.

- a) (i) **Revenue**
All revenue been brought to account on an accrual basis during the course of the year.
- (ii) **Expenditure**
Expenses represent amounts paid directly by the Branch for operational costs.
- (iii) **Employee Entitlements**
Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. There is no liability for Separation & Redundancies or Other Employee Provisions in respect to Office Holders or other Employees.
- (iv) **Property, Plant and Equipment**
Depreciable property and equipment assets are written-off to their estimated residual values over their estimated useful lives using the following method of depreciation against each class of asset. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.
Depreciation rates applying to each class of depreciable assets along with depreciation method are based on the following useful lives:
- | | Depreciation Method | 2016 | 2015 |
|------------------------------|----------------------------|-------------|-------------|
| Building | Straight line | 2.5% | 2.5% |
| Furniture & Office Equipment | Diminishing Value | 13 to 50% | 13 to 50% |
| Motor Vehicles | Diminishing Value | 25% | 25% |
- (v) **Income Tax**
No provision for income tax is necessary, as Trade Unions are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.
- (vi) **Goods and Services Tax (GST)**
Revenues and expenses are recognised net of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST.
- The net amount of GST recoverable from, or payable to the taxation authority is included as part of receivables or payables as appropriate.
- Cash flows are included in the statement of cash flows on a gross basis.

b) **Going concern basis of accounting**

The financial report has been prepared on the basis that the Branch is a going concern, which assumes continuity of normal business activities and the realisation of assets and the settlement of liabilities in the ordinary course of business. The Branch believes the going concern basis is appropriate.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

The Branch does not provide or rely on any financial support to/from any other Branch of the Australian Rail, Trams & Bus Industry Union.

c) Adoption of New Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year and have not been impacted by any new standards adopted in the current financial year.

d) Future Australian Accounting Standard requirements

There have been no accounting standards issued prior to the sign off date, but not yet effective, which will have a material impact on the financial report in future periods.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the Branch's accounting principles

There are no critical judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

3. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK COMMISSION

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of Fair Work (Registered Organisations) Act 2009 which read as follows:

- 1) A member of a reporting unit, or the General Manager of Fair Work Commission, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- 2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- 3) A reporting unit must comply with an application made under subsection (1)

	2016	2015
	\$	\$
4a. Affiliation Fees		
Australian Labor Party	7,248	5,907
SA Unions	5,936	5,864
National Office	5,374	5,438
Others	860	938
	<u>19,418</u>	<u>18,147</u>
4b. Grants or Donations \$1,000 or less*		
Grants	-	-
Donations	-	-
Grants or Donations over \$1,000		
Grants	-	-
Donations	-	-
Total grants or donations	<u>-</u>	<u>-</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

5. PROFESSIONAL SERVICES

Auditors - Auditing the financial report	5,500	10,500
- Other Services	-	-
Legal Costs*		
Litigation	-	-
Other Legal Matters	-	-
	<u>5,500</u>	<u>10,500</u>

6. CASH AND CASH EQUIVALENTS

Cash at Bank – at Call Deposits	160,931	159,530
Cash at Bank – Term Deposits	530,254	514,320
Cash on Hand	1,000	1,000
	<u>692,185</u>	<u>674,851</u>

7. RECEIVABLES

Receivable from other reporting units*

Net amount receivable	-	-
Less provision for doubtful debts*	-	-
	<u>-</u>	<u>-</u>

Other Receivables

Debtors	27,772	22,236
	<u>27,772</u>	<u>22,236</u>

8. PROPERTY, PLANT & EQUIPMENT

Reconciliation of opening and closing Balances

(a) Land & Buildings		
Net book Value as at 1 January	278,210	283,656
Additions	-	-
Revaluations	-	-
Impairments	-	-
Depreciation Expense	(5,368)	(5,446)
Disposals	-	-
Net book Value as at 31 December	<u>272,842</u>	<u>278,210</u>
(b) Office Equipment & Furniture		
Net book Value as at 1 January	8,046	9,602
Additions	-	1,577
Revaluations	-	-
Impairments	-	-
Depreciation Expense	(1,803)	(3,133)
Disposals	-	-
Net book Value as at 31 December	<u>6,243</u>	<u>8,046</u>
(c) Motor Vehicles		
Net book Value as at 1 January	24,055	32,074
Additions	23,181	-
Revaluations	-	-
Impairments	-	-
Depreciation Expense	(10,818)	(8,019)
Disposals	<u>(8,907)</u>	<u>-</u>
Net book Value as at 31 December	<u>29,511</u>	<u>24,055</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

9. TRADE AND OTHER PAYABLES

Trade and other payables	2,783	6,060
Other payables – legal costs	-	-
Consideration to employers for payroll deductions	-	-
Payables to other reporting units		
National Office	5,444	7,003
	<u>8,227</u>	<u>13,063</u>

10. KEY MANAGEMENT PERSONNEL COMPENSATION

Employees Benefits	2016	2015
Short-term Employee Benefits	198,424	189,358
Post-employment Benefits	23,937	23,106
Other Long-term Benefits	5,969	3,357
Termination Benefits	-	-
Share-based Payments	-	-
TOTAL	<u>228,330</u>	<u>215,812</u>

11. RELATED PARTIES

The Branch does not have any related party transactions.

Employees Benefits	<u>Employees</u>	<u>Office Holders</u>
Wages and Salaries	64,496	207,141
Superannuation	7,672	27,135
Leave and other entitlements	15,221	8,278
Separation and redundancies	-	-
Other Employee Expenses	-	-
TOTAL	<u>87,389</u>	<u>242,554</u>

Cash Flows with Other Reporting Units	2016	2015
National Office		
Cash Inflows		
Expense Reimbursement	2,700	4,836
Cash Outflows		
Capitation Fees	(74,612)	(81,620)
	<u>(71,912)</u>	<u>(76,784)</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

11. FINANCIAL RISK MANAGEMENT

(a) *General objectives, policies and processes*

The Branch is exposed to risks that arise from its use of financial instruments. This note describes the Branch's objectives, policies and processes for managing those risks and the methods used to measure them.

There have been no substantive changes in the Branch's exposure to financial instrument risk, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods unless otherwise stated in this note.

The Branch's financial instruments consist of deposits with banks and receivables. The main risks the Branch is exposed to through its financial instruments are interest rate risk and credit risk.

The Branch Audit & Finance Committee have overall responsibility for the determination of the Branch's risk management objectives and policies.

(b) *Credit risk*

Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the Branch incurring a financial loss. This usually occurs when debtors fail to settle their obligations owing to the Branch.

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed below:

	2016 \$	2015 \$
Cash and cash equivalents	692,185	674,850
Net amount receivable - National Council Debtors	27,772	22,236
Total receivables	27,772	22,236

The cash and cash equivalents are held in a high quality Australian financial institution

There has been no history of default, no amounts are past due and all receivables are likely to be repaid within the expected terms.

(c) *Liquidity risk*

Liquidity risk is the risk that the Branch may encounter difficulties raising funds to meet commitments associated with financial instruments.

The Branch is not significantly exposed to this risk; as at 31 December 2016 it had \$692,185 of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 31 December 2016 totaled \$141,112

(d) *Market risk*

Market risk arises from the use of interest bearing, tradable financial instruments. It is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates (interest rate risk) or other market factors (other price risk).

(e) *Interest rate risk*

The Branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates on those financial assets and are summarised below:

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – SA & NT BRANCH

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

Sensitivity Analysis

2016	Carrying Amount	+ 0.5%	- 0.5%
	\$	Profit \$	Loss \$
Cash Assets	<u>692,185</u>	<u>3,460</u>	<u>(3,460)</u>
2015			
Cash Assets	<u>674,850</u>	<u>3,375</u>	<u>(3,375)</u>

(f) *Other Price Risks*

The Branch does not invest in shares or derivatives therefore it does not expose itself to the fluctuations in price that are inherent in such a market.

(g) *Foreign Exchange Risk*

The Branch is not directly exposed to foreign exchange rate risk.

12. SUBSEQUENT EVENTS

There were no events that occurred after 31 December 2016, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

13. CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

None

15. ADDITIONAL BRANCH INFORMATION

The registered office and principal place of business of the Branch is:

Ray Hancox House
63 Ledger Road
Beverley, South Australia 5009

INDEPENDENT AUDITOR'S REPORT

To the members of the Australian Rail, Tram & Bus Industry Union SA & NT Branch

Report on the Financial Report

We have audited the accompanying financial report of Australian Rail, Tram & Bus Industry Union SA & NT Branch, which comprises the statement of financial position as at 31 December 2016, the statement of comprehensive income, 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 committee of management's statement.

Committee of Management and the Branch Secretary's Responsibility for the Financial Report

The Committee of Management and the Branch Secretary are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Fair Work (Registered Organisation) Act 2009* and is appropriate to meet the needs of the members.

The Committee of Management and the Branch Secretary's responsibility also includes such internal control as they determine is necessary to enable the preparation of a financial report that gives a true and fair view and is 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 about 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 company's preparation of the financial report that gives a true and fair view 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 company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, 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 audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the *Fair Work (Registered Organisation) Act 2009*. We confirm that the independence declaration required, which has been given to the Committee of Management of the Australian Rail, Tram & Bus Industry Union SA & NT Branch, would be in the same terms if given to the Committee of Management as at the time of this auditor's report.

Opinion

In our opinion:

- (a) the general purpose financial report of Australian Rail, Tram & Bus Industry Union SA & NT Branch is in accordance with the *Fair Work (Registered Organisation) Act 2009*, including:
 - (i) presents fairly the entity's financial position as at 31 December 2016 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards and the *Fair Work (Registered Organisation) Act 2009*.
- (b) management's use of the going concern basis of accounting in the preparation of the financial report of Australian Rail, Tram & Bus Industry Union SA & NT Branch is appropriate.

Auditor's qualification

We confirm that Natale Rugari:

- (a) is an approved auditor;
- (b) is a person who is a member of CPA Australia; and
- (c) holds a current Public Practice Certificate.

Ascensio Accountants



Natale Rugari
Principal

North Adelaide

Date: 16.3.2017