



10 August 2018

Mr Darren Phillips

Branch Secretary

Australian Rail, Tram and Bus Industry Union-South Australian and Northern Territory Branch

By email: theteam@rtbusant.org.au

CC: ascensioadmin@ascensio.com.au

Dear Mr Phillips,

Australian Rail, Tram and Bus Industry Union-South Australian and Northern Territory Branch

Financial Report for the year ended 31 December 2017 - [FR2017/354]

I acknowledge receipt of the financial report of the Australian Rail, Tram and Bus Industry Union-South Australian and Northern Territory Branch (the reporting unit). The documents were lodged with the Registered Organisations Commission (the ROC) on 20 June 2018.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that 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 year ending 31 December 2018 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 these concerns have been addressed prior to filing next year's report.

Committee of Management Statement & Notes to the financial report

Reference to s.272 & 273

Following the enactment of the *Fair Work (Registered Organisations) Amendment Act 2016*, with effect from 1 May 2017, section 272 refers to the Commissioner of the ROC instead of the General Manager, Fair Work Commission. Section 273 continues to refer to the Fair Work Commission.

The reporting unit's Committee of Management statement, at reference (e)(v), and also at Note 3 in the Notes to the Financial Statements, refers to the 'General Manager, Fair Work Commission'. In future, please ensure these references are to the 'Commissioner'.

Designated Officer's Certificate

Content of Designated Officer's Certificate

Section 268 of the RO Act requires the certificate by the designated officer to certify that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266.

I note that the reporting unit lodged two (2) Designated Officer's Certificates, however the information provided in them differs in relation to the date the full report was provided to members and the date the full report was presented to a meeting in accordance with s. 266 of the RO Act.

Please ensure in future years that only one (1) Designated Officer's Certificate is lodged with the ROC.

Reporting Requirements

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](#).

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](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at david.vale@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink that reads "David Vale".

David Vale
Registered Organisations Commission

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

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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 2017

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 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 reporting unit on 21st March 2018; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 21st March 2018 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: SA/NT RTBU BRANCH SECRETARY

Dated: 21st March 2018

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 2017.

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 2017 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 **\$7,330**

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 Branch Council 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 2017 was 944.
- (b) The number of persons who were employees of the reporting unit on 31 December 2017 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	01/01/2017 – 31/12/2017	
Carolyn Meridew	01/01/2017 – 31/12/2017	
Damien Cook	01/01/2017 – 31/12/2017	
Brett Dawson	01/01/2017 – 31/12/2017	
Darren Phillips	01/01/2017 – 31/12/2017	
Craig Dalwood	01/01/2017 – 15/07/2017	
Lyndon Fuller	07/12/2017 – 31/12/2017	
Josh Sundqvist	01/01/2017 – 31/12/2017	
Peter Homann	01/01/2017 – 03/02/2017	
Joshua Murdoch	12/07/2017 – 31/12/2017	
Michael Kavanagh	01/01/2017 – 31/12/2017	
Stephen Blight	01/01/2017 – 31/12/2017	
Wayne Harker	01/01/2017 – 31/12/2017	
Trevor Smith	01/01/2017 – 31/12/2017	
Enzo Fregona	02/02/2017 – 31/12/2017	
Lynden Rewko	07/12/2017 – 31/12/2017	
Simon Haire	07/12/2017 – 31/12/2017	

Signed in accordance with a resolution of Committee of Management



Darren Brett Phillips

Branch Secretary

21st March 2018

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

COMMITTEE OF MANAGEMENT'S STATEMENT

On 21st March 2018 the Branch Executive 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 2017.

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 statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act);
- (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 2017;
- (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 2017 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 2017 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

21st March 2018

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

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
INCOME			
Branch Levies		61,749	63,867
Capitation Fees		-	-
Grants and/or Donations		-	-
Membership Contributions	1(a)(i)	494,334	519,425
National Office Expense Reimbursement		4,337	2,701
Workers' Compensation Recovered		9,446	9,627
Interest Received		15,053	14,232
Sundry Income		181	707
Profit (Loss) on Sale of Assets		-	1,275
TOTAL INCOME		<u>585,100</u>	<u>611,834</u>
EXPENDITURE			
Affiliation fees	4(a)	15,166	19,418
Bank charges		1,961	1,980
Capitation fees – National Office		72,158	74,612
Consideration to employers for payroll deductions		-	-
Compulsory levies		-	-
Conference & meeting expenses		1,705	2,552
Depreciation Expense		13,790	17,989
Diaries & Badges		5,298	5,002
Employee expenses		-	-
Fees/allowances – meeting and conferences		-	-
Finance Cost		-	-
Fringe Benefits Tax		5,183	3,471
General office expenses		4,777	11,584
Grants or donations	4(b)	500	-
Industrial Relations Expense		-	689
Insurance (Policy Held)		17,797	17,672
Emergency Transport & Funeral		19,590	42,508
Leave – Employees	1(a)(iii)	2,032	15,221
Leave – Officers	1(a)(iii)	9,877	8,278
Motor vehicle expenses		6,982	6,766
Penalties – via RO Act or RO Regulations		-	-
Professional services	5	5,500	5,500
Property Expenses		5,970	5,090
Sundry Expenses		-	-
Salaries & Wages – Employees		69,652	64,496
Salaries & Wages – Officials		214,853	207,141
Superannuation – Employees		8,329	7,672
Superannuation – Officials		27,870	27,135
Telephone & Information Technology		16,797	15,293
Training		6,480	7,529
Travel Expenses		15,258	16,384
Return to Work SA Premium		3,570	3,698
Workers' Compensation Expenses		16,676	21,502
TOTAL EXPENDITURE		<u>577,769</u>	<u>609,183</u>
NET SURPLUS/ (DEFICIT) FOR THE YEAR		<u>7,330</u>	<u>2,651</u>
OTHER COMPREHENSIVE INCOME			
Items recognised directly in Equity:			
Net increase in Asset Revaluation Reserve		99,287	
TOTAL COMPREHENSIVE INCOME		<u>106,617</u>	<u>2,651</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 2017

	Note	2017 \$	2016 \$
ASSETS			
Current Assets			
Cash and cash equivalents	6	727,826	692,185
Receivables	7	23,998	27,772
Accrued Interest		3,066	1,384
Prepayments		<u>3,566</u>	<u>3,611</u>
Total Current Assets		<u>758,456</u>	<u>724,953</u>
Non-Current Assets			
Land & Buildings	8(a)	435,000	335,713
Less: Accumulated Depreciation		(68,167)	(62,871)
Office Equipment & Furniture	8(b)	70,257	70,257
Less: Accumulated Depreciation		(65,131)	(64,014)
Motor Vehicles	8(c)	44,781	44,781
Less: Accumulated Depreciation		<u>(22,647)</u>	<u>(15,270)</u>
Total Non-Current Assets		<u>394,093</u>	<u>308,596</u>
TOTAL ASSETS		<u>1,152,550</u>	<u>1,033,549</u>
TOTAL LIABILITIES			
Current Liabilities			
Trade and other payables	9	9,827	8,227
GST Payable		4,426	5,783
FBT Payable		1,199	1,139
PAYG Payable		5,420	5,328
Superannuation Payable		3,030	2,951
Provision for Annual Leave - Employees	1(a)(iii)	11,722	11,944
Provision for Annual Leave – Officials	1(a)(ii)	55,957	52,135
Provision for Long Service Leave – Employees	1(a)(iii)	24,758	22,504
Provision for Long Service Leave – Officials	1(a)(iii)	<u>37,157</u>	<u>31,102</u>
Total Current Liabilities		<u>153,496</u>	<u>141,112</u>
NET ASSETS (LIABILITIES)		<u>999,054</u>	<u>892,437</u>
 MEMBERS' FUNDS			
General Fund		588,003	601,213
Levy Fund		311,764	291,224
Asset Revaluation Reserve		99,287	
ACCUMULATED FUNDS (LOSSES)		<u>999,054</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 CHANGES IN ACCUMULATED FUNDS (LOSSES) FOR THE YEAR ENDED 31 DECEMBER 2017

	General Fund	Levy Fund	Asset Revaluation Reserve	Total Accumulated Funds
	\$	\$	\$	\$
Balance at 1 January 2016	594,669	295,117	-	892,437
Net Surplus (Deficit) for the year	<u>6,544</u>	<u>(3,893)</u>	<u>-</u>	<u>2,651</u>
Balance at 31 December 2016	<u>601,213</u>	<u>291,224</u>	<u>-</u>	<u>892,437</u>
Net Surplus (Deficit) for the year	(13,210)	20,540	99,287	7,330
Transfers to Reserves	<u>-</u>	<u>-</u>	<u>99,287</u>	<u>99,287</u>
Balance at 31 December 2017	<u>588,003</u>	<u>311,764</u>	<u>99,287</u>	<u>999,054</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 2017

	2017	2016
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	573,822	564,287
Payments to Suppliers and employees	(551,551)	(547,902)
Interest received	15,053	14,232
Net cash provided by (used in) operating activities (note B)	<u>37,323</u>	<u>30,616</u>
Cash Flow From Investing Activities		
Payment for:		
Payments for property, plant and equipment	<u>-</u>	<u>(14,999)</u>
Net cash provided by (used in) investing activities	<u>-</u>	<u>(14,999)</u>
Net increase (decrease) in cash held	37,323	15,6176
Cash at the beginning of the year	<u>693,569</u>	<u>677,952</u>
Cash at the end of the year (note A)	<u>730,893</u>	<u>693,569</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 2017 cont.

	2017	2016
Note A. 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	184,645	160,931
Cash on Hand	1,000	1,000
Term Deposits	542,182	530,254
Accrued Interest	3,066	1,384
	<u>730,893</u>	<u>693,569</u>
Note B. Reconciliation of Net Cash Provided By/Used in Operating Activities to Net Profit		
Operating profit (loss) after tax	7,330	2,651
Depreciation	13,790	17,989
(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	3,775	(5,537)
(Increase) decrease in prepayments	45	(19)
Increase (decrease) in trade creditors and accruals	1,600	(4,836)
Increase (decrease) in employee entitlements	12,080	22,175
Increase (decrease) in sundry provisions	(1,297)	(532)
Net cash provided by operating activities	<u>37,323</u>	<u>30,616</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 2017

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 | 2017 | 2016 |
|------------------------------|----------------------------|-------------|-------------|
| 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.

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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 Council believes the going concern basis is appropriate.

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)

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

	2017 \$	2016 \$
4a. Affiliation Fees		
Australian Labor Party	3,903	7,248
SA Unions	5,494	5,936
National Office	3,894	5,374
Others	1,875	860
	<u>15,166</u>	<u>19,418</u>
4b. Grants or Donations \$1,000 or less*		
Grants	-	-
Donations	<u>500</u>	<u>-</u>
Grants or Donations over \$1,000		
Grants	-	-
Donations	-	-
Total grants or donations	<u>500</u>	<u>-</u>
5. PROFESSIONAL SERVICES		
Auditors - Auditing the financial report	5,000	5,000
- Other Services	500	500
Legal Costs*		
Litigation	-	-
Other Legal Matters	<u>-</u>	<u>-</u>
	<u>5,500</u>	<u>5,500</u>
6. CASH AND CASH EQUIVALENTS		
Cash at Bank – at Call Deposits	184,645	160,931
Cash at Bank – Term Deposits	542,182	530,254
Cash on Hand	1,000	1,000
	<u>727,826</u>	<u>692,185</u>
7. RECEIVABLES		
Receivable from other reporting units*		
Net amount receivable	-	-
Less provision for doubtful debts*	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Other Receivables		
Debtors	<u>23,998</u>	<u>27,772</u>
	<u>23,998</u>	<u>27,772</u>

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

8. PROPERTY, PLANT & EQUIPMENT

Reconciliation of opening and closing Balances

(a) Land & Buildings		
Net book Value as at 1 January	272,842	278,210
Additions	-	-
Revaluations	99,287	-
Impairments	-	-
Depreciation Expense	(5,296)	(5,368)
Disposals	-	-
	<u>366,833</u>	<u>272,842</u>
Net book Value as at 31 December		
(b) Office Equipment & Furniture		
Net book Value as at 1 January	6,243	8,046
Additions	-	-
Revaluations	-	-
Impairments	-	-
Depreciation Expense	(1,117)	(1,803)
Disposals	-	-
	<u>5,126</u>	<u>6,243</u>
Net book Value as at 31 December		
(b) Motor Vehicles		
Net book Value as at 1 January	29,511	24,055
Additions	-	23,181
Revaluations	-	-
Impairments	-	-
Depreciation Expense	(7,377)	(10,818)
Disposals	-	(6,907)
	<u>22,134</u>	<u>29,511</u>
Net book Value as at 31 December		

9. TRADE AND OTHER PAYABLES

Trade and other payables	4,117	2,783
Other payables – legal costs	-	-
Consideration to employers for payroll deductions	-	-
Payables to other reporting units		
National Office	5,710	5,444
	<u>9,827</u>	<u>8,227</u>

10. KEY MANAGEMENT PERSONNEL COMPENSATION

Employees Benefits	2017	2016
Short-term Employee Benefits	210,532	198,424
Post-employment Benefits	27,870	23,937
Other Long-term Benefits	6,055	5,969
Termination Benefits	-	-
Share-based Payments	-	-
TOTAL	<u>244,457</u>	<u>228,330</u>

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

11. RELATED PARTIES

The Branch does not have any related party transactions.

Employees Benefits	<u>Employees</u>	<u>Office Holders</u>
Wages and Salaries	69,652	214,853
Superannuation	8,329	27,870
Leave and other entitlements	2,032	9,877
Separation and redundancies	-	-
Other Employee Expenses	-	-
TOTAL	<u>80,013</u>	<u>252,600</u>

Cash Flows with Other Reporting Units	2017	2016
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National Office

Cash Inflows		
Expense Reimbursement	4,337	2,700
Cash Outflows		
Capitation Fees	(72,158)	(74,612)
	<u>(67,821)</u>	<u>(71,912)</u>

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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:

	2017	2016
	\$	\$
Cash and cash equivalents	<u>727,826</u>	<u>692,185</u>
The cash and cash equivalents are held in a high quality Australian financial institution		
Net amount receivable - National Council Debtors	<u>23,998</u>	<u>27,772</u>
Total receivables	<u>23,998</u>	<u>27,772</u>

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 2017 it had \$727,826 of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 31 December 2017 totaled \$153,496

(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

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

assets and are summarised below:

Sensitivity Analysis			
2017	Carrying Amount	+ 0.5%	- 0.5%
	\$	Profit \$	Loss \$
Cash Assets	<u>727,826</u>	<u>3,639</u>	<u>(3,639)</u>
2016			
Cash Assets	<u>692,185</u>	<u>3,460</u>	<u>(3,460)</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 2017, 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 Audit of the Financial Report

Opinion

We have audited the financial report of Australian Rail, Tram & Bus Industry Union SA & NT Branch, which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the responsible entities' declaration.

In our opinion the accompanying financial report of Australian Rail, Tram & Bus Industry Union SA & NT Branch, presents fairly, in all material respects the reporting unit's financial position as at 31 December 2017 and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and Part 3 of the *Fair Work (Registered Organisations) Act 2009*. It is also our opinion that management's use of the going concern basis of accounting is appropriate.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report. We are independent of the reporting unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Other information

The Committee of Management are responsible for the other information. The other information obtained at the date of this auditor's report is information included in the Australian Rail, Tram & Bus Industry Union SA & NT Branch operating report, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Committee of Management for the Financial Report

The Committee of Management of the reporting unit are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the responsible entities either intends to liquidate the registered entity or to cease operations, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at:

http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of our auditor's report.

Declaration by the auditor

I, Natale Rugari, declare that I am an approved auditor, a member of CPA Australia and hold a current Public Practice Certificate.



Natale Rugari, Principal

North Adelaide, 21st March 2018

Registration Number AA2017/32(as registered by the RO Commission under the Act)

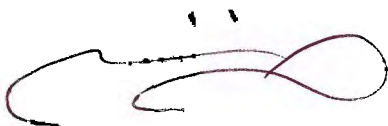
Australian Rail Tram & Bus Industry Union
(RTBU SA&NT Branch)

s.268 Fair Work (Registered Organisations) Act 2009

Secretary's Certificate for the period ended 31 December 2017

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 2017 and an Auditor's Report dated the 21st March 2018 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 21st March 2018 in accordance with s.265; and
- that the full report was provided free of charge to members on the 22nd March 2018 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 14th June 2018 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.



Darren Phillips
Branch Secretary

Dated this 20th day of June 2018



Australian Government
Registered Organisations Commission

18 January 2018

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

By Email: theteam@rtbusant.org.au

Dear Mr Phillips,

**Re: Lodgement of Financial Report - [FR2017/354]
*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 2017. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 31 March 2018.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 30 June 2018 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

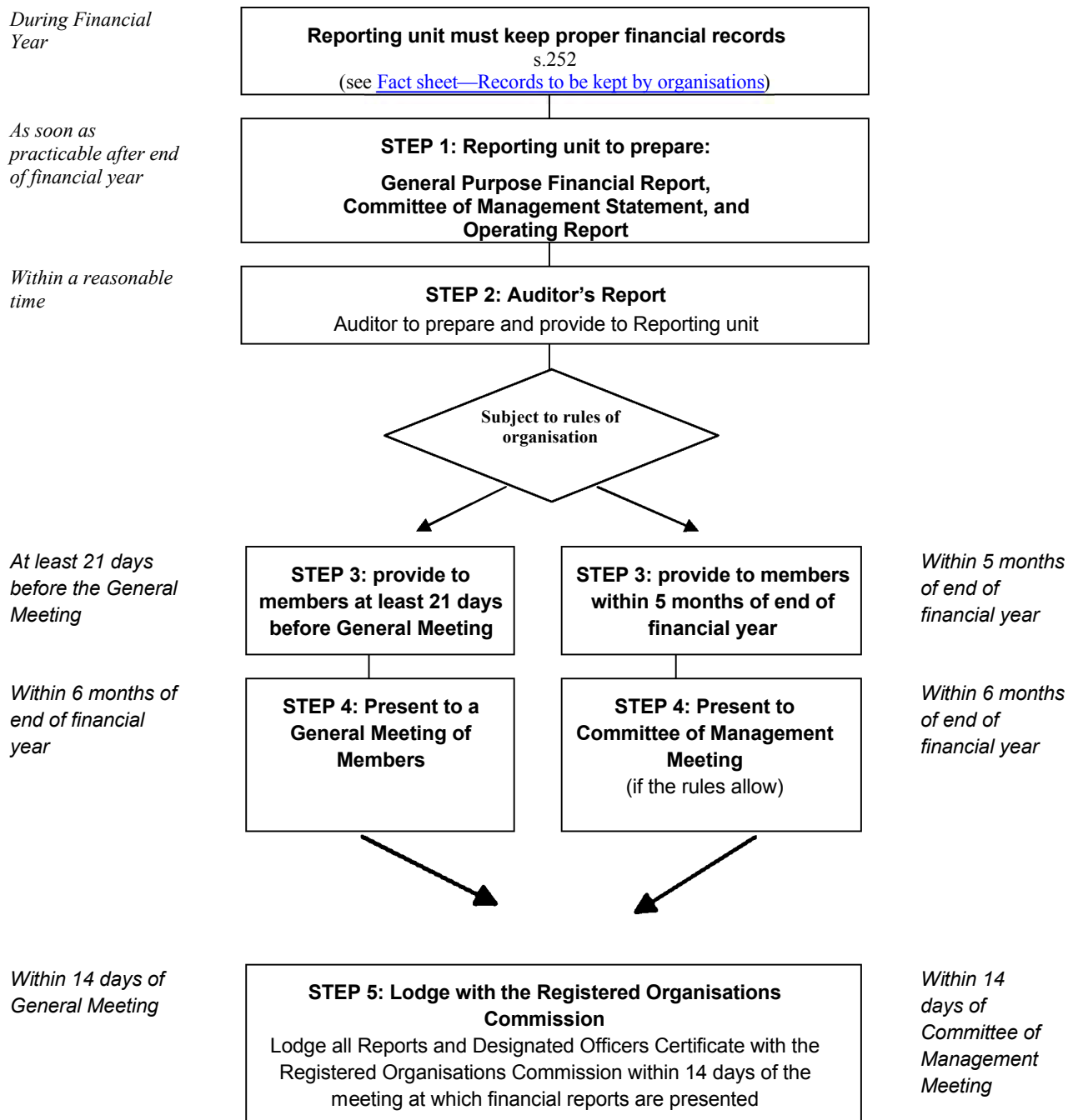
Yours faithfully,

Sam Gallichio
Registered Organisations Commission

Fact sheet

Summary of financial reporting timelines – s.253 financial reports

See Fact sheet—Financial reporting for an explanation of each of these steps.





Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:

- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*



*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
✘ Only reporting units must lodge the Statement.	✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
✘ Employees can sign the Statement.	✔ The statement must be signed by an elected officer of the relevant branch.

	Statements can be lodged with the financial report.		The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.
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Grants & Donations within the Financial Report

Item 16(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants ~~OR~~ donations*

Grants:	[Current year]	[Previous year]
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report.

Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice