



RAIL, TRAM & BUS UNION
TASMANIAN BRANCH
PO BOX 682, MOONAH TAS 7009
SECRETARY: Gerard Shelverton



PHONE: (03) 6228 6188 FAX: (03) 6228 6908
Mobile: 0417 566 487
Email: rtbu.tas@tassie.net.au

16th June 2003

The Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

Australian Rail, Tram & Bus Industry Union
T/as THE RAIL, TRAM & BUS UNION
FINANCIAL DOCUMENTS OF THE UNION 1999

Attached please find duplicate copies of the documents listed below, which we wish to lodge to fulfil the reporting requirements of the Act:

- Auditors Report for the Year Ended 31st December, 2002.
- Committee of Management's Certificate dated 1st June 2003
- Accounting Officer's Certificate dated 1st June 2003

AND The Secretary's Certificate dated 16th June 2003.

Yours faithfully,

Gerard Shelverton
Branch Secretary
Tasmania Branch



SECRETARY'S CERTIFICATE

I, **Gerard SHELVERTON** being the Branch Secretary of the Australian Rail, Tram and Bus Industry Union, Tasmania Branch trading as the Rail, Tram and Bus Union, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ending on 31st day of December, 2002 that were:

- (i) supplied to members through mail distribution and is available free of charge on request
- (ii) presented to the National Council on Sunday, 1st June 2003


SECRETARY

dated this: Monday, 16th June 2003



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

2002 ANNUAL REPORT

AUDITOR'S REPORT

I have inspected and audited the accounting records kept by the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch in respect of the year ended 31st December, 2002 and have received all the information and explanations I required for the purpose of my audit.

- (1) There were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the Union (including receipts from members) and the nature and purposes of payments, and
- (2) The attached accounts and statements, prepared on an accrual basis and under the historical cost convention, and in accordance with section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Branch as at 31st December, 2002, and,
 - (b) The Income and Expenditure the Branch for the year ended on that date.
- (3) A satisfactory system of recording the collection during the financial year, of income from members and other income has been maintained; and
- (4) The sources and nature of all income received and the nature and purposes of all expenditure made, by the Union during the financial year have been correctly recorded; and
- (5) All information and explanations that were required of Officers of the Union were furnished.



MICHAEL G SPENCER FCPA
REGISTERED COMPANY AUDITOR

237 Main Road
Moonah, TAS

DATE: *26 June* 2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

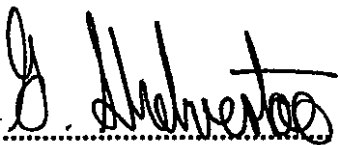
CERTIFICATE OF COMMITTEE OF MANAGEMENT

In pursuance of the provisions of sub-section 273(2) and Regulations 109(1)(b) and 109(2) of the Workplace Relations Act 1996, we, Gerard Shelverton and Sandro Amicosante being members of the Committee of Management of the Australian Rail, Tram and Bus Industry Union - Tasmanian Branch, do state on behalf of the Committee of Management and in accordance with a resolution passed by the Committee that:

- (1) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the branch as at 31st December, 2002.
- (2) In the opinion of the Committee of Management, meetings of the Committee were held during the period ended 31st December, 2002, in accordance with the rules of the branch.
- (3) To the knowledge of any member of the committee, there have been no instances where records of the branch of other documents, (not being documents containing information made available to a member of the branch under sub-section 274(1) of the Workplace Relations Act 1996, or copies of those records or other documents, or copies of the rules of the organisation have not been furnished, or made available to members in accordance with the requirements of the Act, the Regulations thereto, or the rules of the branch.
- (4) The Branch has complied with subsection 279 (1) and (6) of the act in relation to the financial accounts in respect of the period ended 31st December 2001 and the auditor's report thereon.

Signed at Hobart, Tasmania

GERARD SHELVERTON.....



SANDRO AMICOSANTE.....



DATED:- 1-6TH

2003

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

ACCOUNTING OFFICER'S CERTIFICATE

In pursuance of the provisions of Regulation 109 under the Workplace Relations Act 1996, I, Gerard Shelverton certify that as at 31st December, 2002 the number of persons, that were members of the Australian Rail Tram and Bus Industry Union - Tasmanian Branch was 340.

In my opinion,

- (1) The attached accounts show a true and fair view of the financial affairs of the branch as at 31st December, 2002.
- (2) A record has been kept of moneys paid by, or collected from members of the branch and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the branch;
- (3) Before any expenditure was incurred by the branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the branch;
- (4) No payments were made out of the fund referred to in Regulation 109 for a purpose other than the purpose for which the fund was operated;
- (5) Loans or other financial benefits granted to persons holding office in the branch were authorised in accordance with the rules of the branch;
- (6) The register of members of the branch was maintained in accordance with the Act.


.....

GERARD SHELVERTON
BRANCH SECRETARY

DATED:- 1-62003

Australian Rail, Tram And Bus Industry Union – Tasmanian Branch

ABN 17 375 340 137

Statement Of Income & Expenditure
For The Year Ended 31st December 2002

	<u>This Year</u>	<u>Last Year</u>
<u>Income</u>	\$	\$
Members' Subscriptions	63940.15	64521.50
Rental Income & Rates Recovery	<u>13523.51</u>	<u>9533.25</u>
	77463.66	74054.75
<u>Expenditure</u>		
Advertising	169.64	248.70
Affiliation Fees	17075.41	14093.03
Auditor's Fee - Audit	2500.00	1450.00
Bank Charges	1036.65	789.45
Debt collection	574.01	-
Depreciation - Furniture & Fittings	1268.00	1370.00
Depreciation - Buildings	5938.00	5938.00
Donations, Gifts & Members Expenses	818.37	235.38
Electricity	547.12	513.13
Meeting & Conference Expenses	1962.90	(435.85)
Insurance	2556.32	2586.04
Interest Paid - CBA	2353.93	3604.67
Legal Opinions/Cases	1119.29	1380.91
Lost Time	2557.25	3787.65
Motor Vehicle Expenses	2678.22	1589.13
Payroll Tax	200.27	(361.90)
Printing, Stationery & Office Costs	3437.97	6095.43
Rates, Taxes & Body Corporate Fees	8553.86	4246.89
Superannuation Contributions	1711.98	750.45
Telephone	6802.83	6078.16
Wages - Officials	6520.00	423.95
Wages - Other	<u>12024.90</u>	<u>8671.81</u>
	<u>82406.92</u>	<u>63055.03</u>
Operating Surplus/(Deficit) for the year		
Before Abnormal Item	(4943.66)	10999.72
<u>Abnormal Item</u>		
Land & Buildings Revaluation Decrement	<u>(96548.00)</u>	<u>-</u>
Operating Surplus/(Deficit) for the year	<u>(101491.26)</u>	<u>10999.72</u>

The accompanying notes form part of these financial statements.

Australian Rail, Tram And Bus Industry Union – Tasmanian Branch

ABN 17 375 340 137

Balance Sheet

As At 31st December 2002

	<u>This Year</u>	<u>Last Year</u>
	\$	\$
<u>Members' Funds</u>		
Balance At Beginning Of Year	141887.24	130887.52
Surplus/(Deficit) For Year	<u>(101491.26)</u>	<u>10999.72</u>
<u>Total Members' Funds</u>	<u>40395.98</u>	<u>141887.24</u>
Represented By:		
<u>Current Assets</u>		
Cash On Hand	450.00	400.00
Sundry Debtors	9293.84	3386.62
GST Clearing Account	1485.60	800.59
Cash At Bank - Operating A/C	1621.55	4655.76
- GST A/C	<u>432.57</u>	<u>14.86</u>
<u>Total Current Assets</u>	<u>13283.56</u>	<u>9257.83</u>
<u>Non - Current Assets</u>		
Land & Buildings – Moonah Centre (at independent valuation)	90000.00	-
Land & Building - Moonah Centre (at cost)	-	237515.00
Less: Accumulated Depreciation	-	(45029.00)
Furniture & Fittings (at cost)	13703.00	13703.00
Less: Accumulated Depreciation	<u>(12320.00)</u>	<u>(11052.00)</u>
<u>Total Non-Current Assets</u>	<u>91383.00</u>	<u>195137.00</u>
<u>Total Assets</u>	<u>104666.56</u>	<u>204394.83</u>
<u>Current Liabilities</u>		
Trade Creditors	46370.91	31125.11
Loan - CBA - Moonah Centre	<u>15602.51</u>	<u>13751.75</u>
<u>Total Current Liabilities</u>	<u>61973.42</u>	<u>44876.66</u>
<u>Non-Current Liabilities</u>		
Loan - CBA - Moonah Centre	<u>2297.16</u>	<u>17630.73</u>
<u>Total Non-Current Liabilities</u>	<u>2297.16</u>	<u>17630.73</u>
<u>Total Liabilities</u>	<u>64270.58</u>	<u>62507.59</u>
<u>Net Assets</u>	<u>40395.98</u>	<u>141887.24</u>

These accompanying notes form part of these financial statements.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

.....
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002
.....

Summary of significant accounting policies:-

Membership contributions have been accounted for on a cash basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular:

- (a) The accounts have not been adjusted to record either changes in general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the straight-line balance method in order to write the assets off over their useful life.
- (c) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under section 23 (f) of the Income Tax Assessment Act.

INFORMATION TO BE PROVIDED TO MEMBERS OF REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274, which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

PENALTY: \$1000

**Summary Of The Financial Accounts Of The
Australian Rail, Tram & Bus Industry Union - Tasmanian Branch
ABN 17 375 340 137
For The Year Ended 31st December 2002**

The financial accounts of the Union have been audited in accordance with the provisions of the Workplace Relations Act 1996 and the following summary is provided for members in accordance with section 279 (1) of the Act.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge for members who request same.

Certificates required to be given under the Act by the Accounting Officer and State Executive have been completed in accordance with the provisions of the Act and contain no qualifications.

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274, which reads as follows:

- 1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- 2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- 3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

PENALTY: \$1000

Income And Expenditure For The Year Ended 31st December 2002

	<u>2002</u>	<u>2001</u>
	<u>\$</u>	<u>\$</u>
Subscriptions	63940	64522
Other Income	<u>13524</u>	<u>9533</u>
TOTAL INCOME	77464	74055
LESS EXPENDITURE	<u>82407</u>	<u>63055</u>
<u>OPERATING SURPLUS/(DEFICIT) FOR YEAR</u>		
<u>BEFORE ABNORMAL ITEM</u>	(4943)	11000
 <u>ABNORMAL ITEM</u>		
Land & Buildings Revaluation Decrement	(96548)	-
<u>OPERATING SURPLUS/(DEFICIT) FOR YEAR</u>	<u>(101491)</u>	<u>11000</u>

Summary Of The Financial Accounts Of The
Australian Rail, Tram & Bus Industry Union - Tasmanian Branch
ABN 17 375 340 137
For The Year Ended 31st December 2002

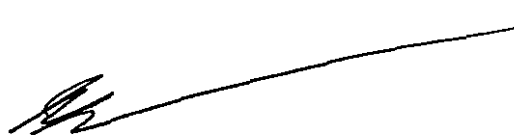
BALANCE SHEET AS AT 31ST DECEMBER 2002

	<u>2002</u>	<u>2001</u>
	\$	\$
<u>ACCUMULATED FUNDS</u>	<u>40396</u>	<u>141887</u>
<u>Represented By :</u>		
Current Assets	13284	9258
Non-Current Assets	<u>91383</u>	<u>195137</u>
	104667	204395
<u>Less</u> Current Liabilities	61974	44877
Non - Current Liabilities	<u>2297</u>	<u>17631</u>
	<u>40396</u>	<u>141887</u>

AUDITORS CERTIFICATE

I certify that the above summary is a fair and accurate summary of the report, accounts and statements of the Australian Rail, Tram & Bus Industry Union, Tasmanian Branch for the year ended 31st December 2002.

My Auditors' Report dated 2003 on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.



.....
M. G. SPENCER FCPA
Registered Company Auditor

237 MAIN ROAD
MOONAH TAS 7009

Dated : 5th June 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Gerard Shelverton
Tasmanian Branch Secretary
ARTBIU
PO Box 682
MOONAH TAS 7009

Dear Mr Shelverton

**Lodgement of Financial Statements and Accounts for the ARTBIU Tasmanian Branch
for the year ending 31 December 2002 (FR2002/851)**

I refer to the abovementioned financial documents which were lodged in the Registry on 27 June 2003. As discussed in our telephone conversation of 1 July 2003, some further information is required before the documents can be filed.

Section 279(6) of the *Workplace Relations Act 1996* requires that the members of an organisation be supplied with a copy of the accounts, statements and Auditors report at least seven days before they are re-presented to either a Committee of Management meeting or a General Meeting of members for final approval by the branch.

Therefore, can you please confirm in writing:

- the date that the documents were supplied to the members, and
- the date of the meeting of the Committee of Management/General Meeting of members to finally approve the documents.

If you have any queries in regard to this letter please contact either myself on (02) 8374 6618 or Mr Stephen Kellett on (02) 8374 6509.

Yours sincerely,

Belinda Penna

Belinda Penna
for Deputy Industrial Registrar

1 July 2003



RAIL, TRAM & BUS UNION

TASMANIAN BRANCH

PO BOX 682, MOONAH TAS 7009

SECRETARY: Gerard Shelverton

PHONE: (03) 6228 6188 FAX: (03) 6228 6908

Mobile: 0417 566 487

Email: rtbu.tas@tassie.net.au



21st August 2003

The Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

**Australian Rail, Tram & Bus Industry Union Tas
THE RAIL, TRAM & BUS UNION
FINANCIAL DOCUMENTS OF THE UNION 2002**

Attached please find Secretary's Certificate in relation to your letter re the above and dated 1 July 2003.


Yours faithfully,

**Gerard Shelverton
Branch Secretary
Tasmania Branch**

SECRETARY'S CERTIFICATE

I, **Gerard SHELVERTON** being the Branch Secretary of the Australian Rail, Tram and Bus Industry Union, Tasmania Branch trading as the Rail, Tram and Bus Union, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ending on 31st day of December, 2002 that were:

- (i) supplied to members through mail distribution on 9th June 2003 and is available free of charge on request
- (ii) presented to the Branch Council on Sunday, 1st June 2003
- (iii) Presented to Branch Executive Meeting on Wednesday, 4th June 2003.

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

SECRETARY

dated this: Monday, 25th August 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Gerard Shelverton
Tasmanian Branch Secretary
ARTBIU
PO Box 682
MOONAH TAS 7009

Dear Mr Shelverton

**Lodgement of Financial Statements for the ARTBIU Tasmanian Branch
for the year ending 31 December 2002 (FR2002/851)**

I refer to your letter of 21 August 2003 in reply to Ms Penna's earlier letter and to our conversation this afternoon in relation to the above financial statements.

As I explained, once the financial statements have been prepared and signed off at the first Branch Council meeting, they should be presented to a second meeting of the Branch Council that takes place at least 7 days *after* they or a summary have been distributed to members. As you indicated to me, you hold Branch Council meetings at regular intervals and it is your intention to present or formally table the financial statements at your next meeting, just for the record.

There will be no need of course to relodge the documents but I appreciate your offer to advise the Registry in writing when the meeting has taken place.

The documents have been filed. Thank you very much for your assistance in this regard, and if I or my colleagues can offer any advice or assistance in return in relation to lodging financial documents in the future, please do not hesitate to contact the Registry.

Yours sincerely,

Stephen Kellett
for Deputy Industrial Registrar

3 September 2003