



Australian Government
Australian Industrial Registry

Level 6, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2005/615

Mr Gerard Shelverton
Branch Secretary
Australian Rail, Tram and Bus Industry Union
Tasmanian Branch
PO Box 682
MOONAH TAS 7009

Dear Mr Shelverton,

Financial Return - year ending 31 December, 2005

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

Legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/615**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or **where the reporting unit has no financial affairs in the financial year**, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

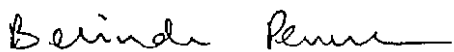
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



For Deputy Industrial Registrar
27 January 2006

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I [name] being the [title of office] of the [name of the organisation] certify:

- that the documents lodged herewith are copies of the full report, [and the concise report]², referred to in s268 of the RAO Schedule; and
- that the [full report **OR** concise report]³, was provided to members on [insert date]; and
- that the full report was presented to [a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³ of the reporting unit on [insert date]; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable



Rail, Tram & Bus Union, Tasmania Branch

PO Box 682, Moonah, Tas 7009

(Office hours 9.00am to 12.00pm Monday to Friday)

ABN 17 375 340 137

Acting Secretary: Sandro Amicosante

Mobile: 0428 733 783

Ph: (03) 6228 6188 Fax: (03) 6228 6908

Email: rtbu1@bigpond.com

24th May 2006

Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

ATTENTION: Belinda Penna

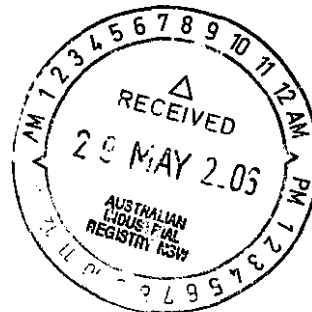
Dear Belinda

Financial Return 2005

The Rail, Tram & Bus Union, Tas. Branch wish to apply for an extension of one month until 30 June 2006 . The report will be presented to a committee of management in early June 2006 There has been several unforeseen delays in relation to the completion of our financial report mainly due to delays in finalising our new accounting system and the union having to find a new auditor due to retirement of our previous one.

Looking forward to your favourable reply

Sandro Amicosante
Branch Secretary
RTBU Tas. Branch





Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Sandro Amicosante
Branch Secretary, Tasmania Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009

Dear Mr Amicosante

**Application for Extension of Time - Financial Return - year ended 31 December 2005
(FR2005/615)**

I refer to your application of 24 May 2006 for "*an extension of one month until 30 June 2006*" and to your conversation by phone to Mr Stephen Kellett of the Registry on 2 June 2006.

I can grant the Branch an extension of one month but technically speaking, the extension applies to the period in which the Branch must supply the report to its members. Because, as I understand from your discussion with Mr Kellett, the Branch intends to present the financial report to the Branch Executive, the period for supplying members expires on 31 May 2006.

In your Branch's case however, the practical effect of a one month extension will be that you will have until 30 June 2006 to supply the financial report to your members. This would also give you more time to complete the preceding step of holding a first meeting of the committee.

I hereby grant the Tasmania Branch under s265(5) of the RAO Schedule an extension of time until 30 June 2006 to supply the financial report to its members.

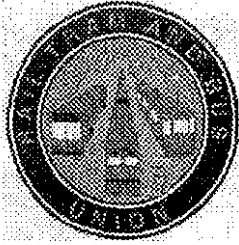
Please note that this extension will also have the practical effect that you will have until 31 July 2006 to present the report to a second meeting of the committee prior to lodgement in the Registry.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Barry Jenkins'.

Barry Jenkins
Deputy Industrial Registrar

2 June 2005



Rail, Tram & Bus Union, Tasmania Branch
PO Box 682, Moonah, Tas 7009

(Office hours 9.00am to 12.00pm Monday to Friday)

ABN 17 375 340 137

Secretary: Sandro Amicosante

Mobile: 0428 733 783

Ph: (03) 6228 6188 Fax: (03) 6228 6908

Email: rtbu1@bigpond.com

Website: www.rtbu-nat.asn.au

27th July 2006

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



Dear Sir/Madam,

Australian Rail, Tram & Bus Industry Union, Tasmania Branch
T/as THE RAIL, TRAM & BUS UNION, Tasmania Branch
FINANCIAL DOCUMENTS OF THE UNION 2005

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

- Financial Statements for the Year Ended 31st December, 2005 and Auditor's Report.
- Committee of Management's Certificate dated 26th June 2006
- Accounting Officer's Certificate dated 26th June 2006
- Operating Report for year ended 31st December 2005

AND The Secretary's Certificate dated 27th July 2006.

Yours faithfully,

Sandro Amicosante
BRANCH SECRETARY

SECRETARY'S CERTIFICATE

I, **Sandro Amicosante** being the Branch Secretary of the Australian Rail, Tram and Bus Industry Union, Tasmania Branch trading as the Rail, Tram and Bus Union, Tasmania Branch 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, 2005 that were:

- (i) supplied to members through display in depots and on RTBU National Website and is available free of charge on request
- (ii) first presented to the Branch Council Meeting, being our committee of management on Sunday, 3rd July 2006, and
- (iii) secondly presented to Branch Council meeting on 23rd July 2006


.....
BRANCH SECRETARY

dated this: Thursday, 27th July 2006

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

2005 ANNUAL REPORT

CONTENTS

- Auditor's Report
- Certificate of Committee of Management
- Accounting Officer's Certificate
- Statement of Income & Expenditure
- Balance Sheet
- Statement of Cash Flows
- Notes to the Accounts
- Summary of the Financial Statements
- Committee of Management Statement
- Operating 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, 2005 and I have received all the information and explanations I required for the purposes of our audit.

In my opinion –

- (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 253 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, 2005, and
 - (b) The Income and Expenditure of the Branch for the year ended on that date.
- (3) A satisfactory system of recording the collection, during the 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.



DAVID L WILSON FCA
REGISTERED COMPANY AUDITOR
103 Albert Road, Moonah, Tas 7009

DATE: 27/06/2006

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 253(2) and Regulations 109(1) (b) and 109(2) of the Workplace Relations Act 1996, we, Jamie Cole 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, 2005.
- (2) In the opinion of the Committee of Management, meetings of the Committee were held during the period ended 31st December, 2005 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 or other documents, (not being documents containing information made available to a member of the Branch under sub-section 272(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 sub-sections 265(1) and (6) of the Act in relation to the financial accounts in respect of the period ended 31st December 2005 and the auditor's report thereon.

Signed at Hobart, Tasmania

Dated: 26/06/2006


.....
JAMIE COLE


.....
SANDRO AMICOSANTE

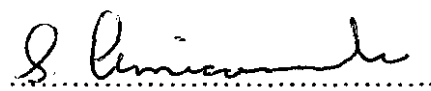
AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

ACCOUNTING OFFICER'S CERTIFICATE

In pursuance of the provisions of Regulation 109 under the Workplace Relations Act 1996, I, Sandro Amicosante hereby certify that as at 31st December, 2005 the number of persons that were members of the Australian Rail, Tram and Bus Industry Union – Tasmanian Branch was 381.

In my opinion –

- (1) The attached accounts show a true and fair view of the financial affairs of the Branch as at 31st December, 2005.
- (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) Loan 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.


.....
SANDRO AMICOSANTE
BRANCH SECRETARY

DATED: 26/06 / 2006

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

STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 31ST DECEMBER 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
INCOME		
Members' Subscriptions	77,639.52	70,830.19
Rental Income & Rates Recovery	473.73	2,176.83
Interest Received	365.93	133.15
	<u>78,479.18</u>	<u>73,140.17</u>
EXPENDITURE		
Advertising	0.00	-3.82
Affiliation Fees	12,022.01	11,868.20
Audit Fees	3,300.00	2,730.02
Bank Charges	536.99	774.41
Debt Collection Expenses	1,515.16	1,102.25
Delegates/Officials Allowances	2,242.85	0.00
Depreciation - Buildings	789.00	850.00
Depreciation - Furniture & Fittings	577.00	741.00
Donations, Gifts & Members Expenses	2,715.41	1,538.80
Doubtful Debts	259.50	0.00
Electricity	557.32	528.09
GST adjustment	571.19	0.00
Insurance	2,540.80	2,579.40
Interest Expense	153.91	227.71
Legal Opinions/Cases	478.00	340.00
Long Service Leave Provided	377.26	236.08
Lost Time	3,407.85	8,809.16
Meeting & Conference Expenses	1,025.79	2,946.94
Motor Vehicle Expenses	2,225.58	2,289.42
Payroll Tax	352.04	532.17
Photocopier lease & maintenance	2,016.03	0.00
Printing, Stationery & Office Costs	6,109.48	5,250.50
Rates, Taxes & Body Corporate Fees	2,193.41	2,508.42
Repairs	0.00	93.36
Staff Training & Welfare	463.18	848.99
Superannuation Contributions	1,467.93	1,940.84
Telephone & Internet	10,549.48	6,099.89
Wages	15,729.82	22,322.82
	<u>74,176.99</u>	<u>77,154.65</u>
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR	<u>4,302.19</u>	<u>-4,014.48</u>

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from Members - Contributions	83,524.30	83,150.82
Receipts - Other	7,800.90	2,176.83
Payments to Suppliers & Employees	-82,621.83	-77,049.96
Interest Received	365.93	133.15
Interest Paid	-153.91	-227.71
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	8,915.39	8,183.13
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of furniture & fittings	-1,620.73	0.00
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES	-1,620.73	0.00
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings	-775.85	-702.05
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES	-775.85	-702.05
NET INCREASE/(DECREASE) IN CASH HELD	6,518.81	7,481.08
Add		
Cash at 1 January	12,602.21	5,121.13
CASH AT 31ST DECEMBER	19,121.02	12,602.21

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

BALANCE SHEET
AS AT 31ST DECEMBER 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
MEMBERS' FUNDS		
Balance at 1 January	47,562.23	51,576.71
Surplus/(Deficit) for the year	4,302.19	-4,014.48
TOTAL MEMBERS' FUNDS	<u>51,864.42</u>	<u>47,562.23</u>
Represented By:		
CURRENT ASSETS		
Cash on Hand	400.00	450.00
Sundry Debtors	3,407.80	9,017.75
GST Clearing Account	-100.12	-693.07
Cash at Bank - Operating Account	5,087.35	2,163.95
Cash at Bank - Training Account	2,990.49	1,011.01
Cash at Bank - Members Equity	10,643.18	8,977.25
TOTAL CURRENT ASSETS	<u>22,428.70</u>	<u>20,926.89</u>
NON-CURRENT ASSETS		
Land & Buildings - Moonah Centre		
- At Government Valuation 1/7/1993)	40,000.00	40,000.00
- Less Accumulated Depreciation	-1,639.00	-850.00
Furniture & Fittings		
- At Cost	18,762.00	17,141.27
- Less Accumulated Depreciation	-14,294.00	-13,717.00
TOTAL NON-CURRENT ASSETS	<u>42,829.00</u>	<u>42,574.27</u>
TOTAL ASSETS	<u>65,257.70</u>	<u>63,501.16</u>
CURRENT LIABILITIES		
Trade Creditors	9,104.69	11,251.75
Loan for Computer - Current	838.32	796.76
TOTAL CURRENT LIABILITIES	<u>9,943.01</u>	<u>12,048.51</u>
NON-CURRENT LIABILITIES		
Provision for Long Service Leave	3,151.20	2,773.94
Loan for Computer - Non-Current	299.07	1,116.48
TOTAL NON-CURRENT LIABILITIES	<u>3,450.27</u>	<u>3,890.42</u>
TOTAL LIABILITIES	<u>13,393.28</u>	<u>15,938.93</u>
NET ASSETS	<u>51,864.42</u>	<u>47,562.23</u>

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

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

1(a) STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(i) Basis of Preparation

The financial statements have been prepared in accordance with generally accepted accounting principles and the Workplace Relations Act 1996. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets.

The accounting policies have been consistently applied, and except where there is a change in accounting policy, are consistent with those of the previous year.

(ii) Revenue Recognition

- (a) Membership contributions are accounted for on an accrual basis. This means that membership income in any one year will consist of amounts received in prior, current and future years.
- (b) Interest income is accounted for on a cash received basis.

(iii) Property, Plant & Equipment

- (a) Acquisition: Items of property, plant and equipment are recorded at cost unless otherwise noted in the financial statements.
- (b) Depreciation is calculated on a straight-line in order to write off the cost of the asset over its useful life.

(iv) Employee Entitlements

Provision is made for employee entitlements based on the rates and conditions determined by the Committee of Management.

Annual Leave is based on an entitlement of four weeks leave plus 17.5% loading per year if applicable.

Long Service Leave is based on an entitlement of 3 months leave after 15 years of service and is accrued after 7 years of service which is when employees are entitled to pro rata payment on termination.

Sick Leave has not been provided for as employees are not entitled to payment on termination.

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

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

1(a) STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

(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.

(vi) Goods and Services Tax ("GST")

All items of income and expenditure are shown in the Statement of Income and Expenditure exclusive of GST.

1(b) INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sub-section (1), (2) and (3) of Section 272, which reads as follows:

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

1(c) COMPARATIVES

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current year amounts and other disclosures.

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

SUMMARY OF THE FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

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 265(3) 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 sub-sections (1), (2) and (3) of Section 273, which reads as follows:

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

PENALTY: \$1,000

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

SUMMARY OF THE FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
Subscriptions	77,639	70,830
Other Income	840	2,314
TOTAL INCOME	<u>78,479</u>	<u>73,144</u>
LESS EXPENDITURE	<u>74,177</u>	<u>77,159</u>
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR	<u>4,302</u>	<u>-4,015</u>

BALANCE SHEET AS AT 31ST DECEMBER 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
ACCUMULATED FUNDS	<u>51,864</u>	<u>47,562</u>
Represented By:		
Current Assets	22,428	20,927
Non-Current Assets	42,829	42,574
TOTAL ASSETS	<u>65,257</u>	<u>63,501</u>
LESS		
Current Liabilities	9,943	12,049
Non-Current Liabilities	3,450	3,890
TOTAL LIABILITIES	<u>13,393</u>	<u>15,939</u>
NET ASSETS	<u>51,864</u>	<u>47,562</u>

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

SUMMARY OF THE FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

Summary of significant accounting policies:-

The accounts have been 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 lives.
- (c) 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.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which reads as follows:

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

PENALTY: \$1,000

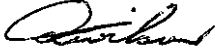
AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

SUMMARY OF THE FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2005

AUDITOR'S CERTIFICATE

I certify that the above summary is a fair and accurate summary of the report, accounts and statements of the Australian Rail, Tram and Bus Industry Union – Tasmanian Branch for the year ended 31st December, 2005.

My auditor's report dated *27th June* 2006 on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.


DAVID L WILSON FCA
REGISTERED COMPANY AUDITOR
103 Albert Road, Moonah, Tasmania

DATED: *27/06/2006*

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

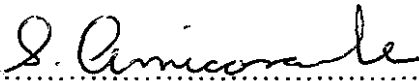
COMMITTEE OF MANAGEMENT STATEMENT

On _____ the Committee of Management of Australian Rail, Tram and Bus Industry Union – Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2005.


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

- (a) the financial statements and notes comply with Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year;
 - (i) meetings of the committee of management were held in accordance with the rules for the organisation including the rules of the branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO regulations; and
 - (iv) the organisation does not consist of 2 or more reporting units; and
 - (v) no information has been sought in a request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule; and
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management


.....
SANDRO AMICOSANTE
BRANCH SECRETARY

DATED 26/06/06


.....
JAMIE COLE
BRANCH PRESIDENT

DATED.....

**OPERATING REPORT FOR THE RAIL TRAM AND BUS UNION (RTBU)
TASMANIAN BRANCH**

SCOPE OF OPERATING REPORT

This operating report covers the activities of the Rail, Tram, & Bus Union (RTBU) Tasmanian Branch for the calendar year 1 January 2005 to 31 December 2005 the results of those activities and any significant changes in the nature of the activities as required under s.254 Workplace Relations Act 1996.

1. The Principle Activities and Results of the Activities of the National Council

The RTBU (Tasmanian Branch) is a branch of the federally registered RTBU representing members whose usual place of work is located within the state of Tasmania. The Tasmanian Branch has members employed in Rail and Bus sectors who are employed by the public and private sectors. The reporting unit's activities are directed by the Tasmanian Branch Executive and Branch council.

The principle activities and results of these activities fell into the following categories.

Activities	2005 Results
Making agreements with employers	
Implementation of Branch Council's membership agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	Received applications for admittance of 45 new members.
Attended meetings called by peak union bodies in Tasmania.	Attended 5 meetings called by Unions Tasmania
Training delegates and representatives.	3 workplace delegates were trained.

2. Any Significant Changes In

The principle activities of the Branch during the year were that of a registered trade union. No significant changes occurred in the nature of those activities during the year.

3. Details of Any Significant Changes in Financial

- No Significant Changes.

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

4. Details of the Rights of Members to Resign

All members of the RTBU (Tasmanian Branch) have the right to resign from the union accordance with **Rule 14, Resignation from Membership**, of the rules of the Rail Tram & Bus Industry Union.

5. Details of Superannuation Trusts

There are no superannuation Trustees in the Tasmanian Branch.

6. Prescribed Information

No. of Members

As of 31 December 2005 there were 381 members of the RTBU Tasmanian Branch.

Number of Employees

As of the 31 December 2005 there were 2 part time employees of the Tasmanian Branch.

Members of the Committee of Management

The members of the Branch Executive during the year 31 December 2005:

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Gerard Shelverton	Branch Secretary	01.01.05 – 30.3.05
Sandro Amicosante	Acting Branch Secretary	1.4.05 – 21.9.05
Sandro Amicosante	Branch Secretary	22.9.05– 31.12.05
Sandro Amicosante	Branch President	1.1.05 – 30.3.05
Jamie Cole	Acting Branch President	1.4.05 – 31.12.05
Jamie Cole	Branch Junior Vice-President	01.01.05– 31.12.05
Graeme Connors	Branch Divisional Secretary – Rail	01.01.05 – 31.12.05
Graeme Cooper	Branch Divisional President –Bus	01.01.05 – 14.9.05
David Hill	Branch Divisional President - Rail	01.01.05 – 31.12.05
Samantha Simonetis	Branch Divisional Secretary –Bus	01.01.05 – 31.12.05

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

The members of the Branch Council during the year 31 December 2005

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Gerard Shelverton	Branch Secretary	01.01.05 – 30.3.05
Sandro Amicosante	Acting Branch Secretary	1.4.05 – 21.9.05
Sandro Amicosante	Branch Secretary	22.9.05– 31.12.05
Sandro Amicosante	Branch President	1.1.05 – 30.3.05
Jamie Cole	Acting Branch President	1.4.05 – 31.12.05
Jamie Cole	Branch Junior Vice-President	01.01.05– 31.12.05
Graeme Connors	Branch Divisional Secretary – Rail	01.01.05– 31.12.05
Graeme Cooper	Branch Divisional President –Bus & Tram	01.01.05– 31.12.05
David Hill	Branch Divisional President - Rail	01.01.05– 31.12.05
Samantha Simonetis	Branch Divisional Secretary –Bus & Tram	01.01.05– 31.12.05
Carol Larkin	Branch Divisional Representative – Bus & Tram	01.01.05 31.12.05
Kylie Driver	Branch Divisional Representative – Bus & Tram	01.01.05– 31.12.05
Steven Murphy	Branch Divisional Representative – Bus & Tram	01.01.05 – 31.12.05
David Binns	Branch Divisional Representative - Rail	01.01.05– 31.12.05
Bill Alexiadis	Branch Divisional Representative – Bus & Tram	01.01.05– 31.12.05
		01.01.05 – 31.12.05



Sandro Amicosante
Branch Secretary



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Sandro Amicosante
Branch Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009

Dear Mr Amicosante

Re: Lodgement of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Tasmanian Branch – for year ending 31 December 2005 (FR2005/615)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 9 August 2006.

The legislative requirements appear to have been met and accordingly the documents have been filed. However, I should mention the following items.

The inclusion of pre-RAO documents

Firstly, the documents lodged included some extra documents which conformed to the old pre-RAO Schedule version of the *Workplace Relations Act* that was superseded in May 2003 when the RAO amendments took effect. These were the “*Certificate of Committee of Management*”, the “*Accounting Officer’s Certificate*” and the “*Summary of the Financial Accounts*”.

All three documents I have just mentioned are no longer required under the RAO Schedule. These extra documents do not affect the rest of the lodgement but they are no longer necessary to prepare for future returns.

On the question of the “Summary” I should emphasize that under the old pre-RAO Act organisations could prepare and provide their members with one, provided the Committee resolved to do so and the Auditor certified that it was a true and fair summary of the full report. This had the benefit of being shorter and less costly to distribute or publish.

However, under RAO, there is no such thing as a “Summary”. The only alternative to providing members with a full report under s265 is to provide a concise report which consists of all the full report documents except the Notes cross-references, and including some additional statements. For your information I will enclose the extract from the Regulations which shows what concise reports have to contain.

The Branch may not consider there being any benefit in preparing a concise report in addition to the full report.

The Auditor’s Report, signed by David Wilson, also reflected the wording of the old pre-RAO Schedule version of the Act. The current section 257 of the RAO Schedule says, in sub-section (5) that “*an auditor must, in his or her report, state whether in the auditor’s opinion the general purpose financial report is presented fairly in accordance with....the Australian Accounting Standards.....(and/or)....any other requirement of this Part*” (i.e. the RAO Schedule and Industrial Registrar’s Guidelines). In next year’s return the Auditor

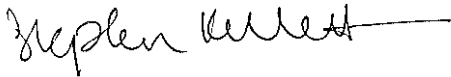
should state his opinion in the terms of s257 and I would ask that you bring this to his attention.

Donations

Secondly, I note that in the Statement of Income and Expenditure there is an amount of \$2,715.41 for the item "Donations, Gifts and Members' Expenses". You may be aware that if this amount included any single donation exceeding \$1,000, then s237 requires a separate statement giving certain particulars to be lodged. Of course if there is no single donation greater than \$1,000 then no statement has to be lodged. I will enclose an extract from s237 setting out the relevant particulars for your convenience.

Thank you for lodging the return. There is no further action required unless you need to lodge a section 237 statement. If you have any questions, please do not hesitate to contact me on 0429 462 979 Mondays to Wednesdays.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Stephen Kellett", with a horizontal line extending to the right.

Stephen Kellett
Statutory Services Branch

14 August 2006

EXTRACT FROM RAO SCHEDULE

S237

- (1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.
- (2) A statement lodged.....must be signed by an officer of the organisation.

- (6) The relevant particulars, in relation to a donation are:
 - (a) the amount of the...donation;
 - (b) the purpose for which the.....donation was made, and
 - (c) except where the....donation was made to relieve a member...or a dependant of a member....from severe financial hardship – the name and address of the person to whom the....donation was made

S265

- (1) A reporting unit must provide...either:
 - (a) a full report.....or
 - (b) a concise report.....

- (2) A concise report may only be provided if....the committee of management....resolves that a concise report is to be provided.

- (3) A concise report.....consists of:
 - (a) A.....financial reportdrawn up in accordance with the regulations (see below) and
 - (b) The **operating report** and
 - (c) A **statement by the auditor** (i) that the concise...report has been audited; and (ii) whether in the auditor's opinion, the concise...report complies with the relevant Australian Accounting Standards; and
 - (d) A **copy** of anything included under subsection 257(5),(6) or (7) in the auditor's report on the full report and
 - (e) A **statement** that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them

Regulation 161

(1)a concise financial report must include:

- (a)
 - (i) **a profit and loss statement...**
 - (ii) **a balance sheet**
 - (iii) **a statement of cash flows**
- (b) disclosure of information for the preceding year.....
- (c) **discussion and analysis** of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members;
- (d) any **reports or statements** mentioned in paragraph 253(2)(c) of the RAO Schedule (i.e. the reporting Guidelines)
- (e)**a statement** that the concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report; and
- (f) **The notice** mentioned in subsection 272(5) of the RAO Schedule