



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
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Ref: FR2006/616-[139V-TAS]

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

Dear Sir

Financial Return - year ending 31 December, 2006

Our records show the 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*.

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.

Information on AIRC Website

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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).

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.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar
19 January 2007

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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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: Samantha Simonetis

Mobile: 0409 399 578

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

Email: rtbu1@bigpond.com

10th July 2007

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

ATTENTION: Belinda Penna

Dear Belinda

Financial Return 2006

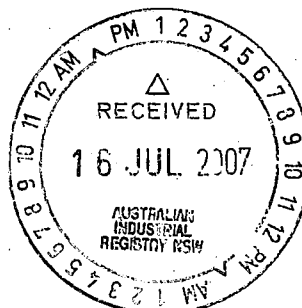
The Rail, Tram & Bus Union, Tas. Branch financial Statement for the year ending 31st December 2006 will not be lodged to the Australian Industrial Registry until fourteen days after 19th August 2007

The delay is due to our Auditor not completing our report until Tuesday, 3rd July 2007 (all information supplied to Auditor in April of this year).

Our timeline for reporting to committee and members will be

1. First committee of management meeting 23rd July 2007
2. Report distributed to members by distribution to workplace depots and posting on National website
3. Second committee of management meeting 19th August 2007

Samantha Simonetis
Branch Secretary
RTBU Tas. Branch





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: Samantha Simonetis
Mobile: 0409 399 578
Ph: (03) 6228 6188 Fax: (03) 6228 6908
Email: rtbu1@bigpond.com

SECRETARY'S CERTIFICATE

I, **Samantha Simonetis** 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 certify:-

- (i) that the attached documents are copies of the full report and audited accounts and financial statements for the year ending on 31st day of December, 2006
- (i) that the full report was provided to members by distribution to depots (placed in meal rooms) and displayed on the National Unions website on.
- (ii) that the full report was presented to committee of management meetings firstly on 23rd July 2007 then secondly on 19th August 2007 in accordance with section 266 of the RAO Schedule

Signature: *S Simonetis*

Date: *22-8-07*

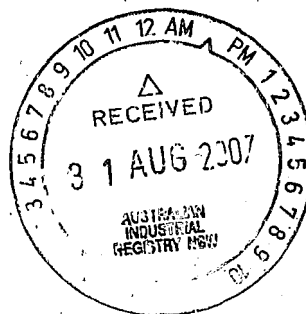


AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

2006 ANNUAL REPORT

CONTENTS

- Independent Auditor's Report
- Profit and Loss Statement
- Balance Sheet
- Statement of Cash Flows
- Notes to the Accounts



Independent Auditor's Report

To the members of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch

I have audited the accompanying general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch which comprises the balance sheet as at 31 December 2006, the profit & loss statement and statement of cash flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

Officers' Responsibility for the Financial Report

The Officers of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

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

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


I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independent Auditor's Report (continued)

Auditor's Opinion

In my opinion:

- (a) The general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch gives a true and fair view of the of the Union's financial position as at 31 December 2006 and of its performance for the year ended on that date;
- (b) The general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch complies with Australian Accounting Standards (including the Australian Accounting Interpretations) and Section 253 of the Workplace Relations Act 1996;
- (c) 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;
- (d) A satisfactory system of recording the collection, during the year, of income from members and other income has been maintained;
- (e) 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
- (f) 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: 29 June 2007

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2006

	<u>NOTE</u>	<u>2006</u> \$	<u>2005</u> \$
INCOME			
Members' Subscriptions		83,373.42	77,685.14
Rental Income & Rates Recovery		1,049.85	473.73
Interest Received		473.38	365.93
		<u>84,896.65</u>	<u>78,524.80</u>
EXPENDITURE			
Affiliation Fees		16,054.00	12,022.01
Annual Leave Provided		703.60	0.00
Audit Fees - Prior Year		2,600.00	3,300.00
Audit Fees - This Year		2,600.00	0.00
Bank Charges		901.68	536.99
Borrowing Expenses		60.00	0.00
Debt Collection Expenses		308.21	1,515.16
Delegates/Officials Allowances		1,496.71	2,242.85
Depreciation - Buildings		789.00	789.00
Depreciation - Furniture & Fittings		636.00	577.00
Donations, Gifts & Members Expenses		1,083.00	2,715.41
Doubtful Debts		1,057.10	259.50
Electricity		607.90	557.32
GST adjustment		0.00	616.81
Insurance		2,082.91	2,540.80
Interest Expense		231.92	153.91
Legal Opinions/Cases		0.00	478.00
Long Service Leave Provided		1,041.05	377.26
Lost Time		1,971.59	3,407.85
Meeting & Conference Expenses		1,831.90	1,025.79
Motor Vehicle Expenses		2,123.94	2,225.58
Payroll Tax		246.26	352.04
Photocopier lease & maintenance		1,954.14	2,016.03
Printing, Stationery & Office Costs		6,177.95	6,109.48
Rates, Taxes & Body Corporate Fees		1,684.21	2,193.41
Repairs		1,430.92	0.00
Staff Training & Welfare		492.73	463.18
Superannuation Contributions		1,321.08	1,467.93
Telephone & Internet		10,855.75	10,549.48
Wages		17,417.30	15,729.82
		<u>79,760.85</u>	<u>74,222.61</u>
NET PROFIT/(LOSS) FOR THE YEAR		<u>5,135.80</u>	<u>4,302.19</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137
BALANCE SHEET
AS AT 31ST DECEMBER 2006

	<u>NOTE</u>	<u>2006</u>	<u>2005</u>
		\$	\$
MEMBERS' FUNDS			
Balance at 1 January		51,864.42	47,562.23
Surplus/(Deficit) for the year		5,135.80	4,302.19
TOTAL MEMBERS' FUNDS		<u>57,000.22</u>	<u>51,864.42</u>
Represented By:			
CURRENT ASSETS			
Cash on Hand		400.00	400.00
Cash at Bank - Operating Account		7,743.85	5,087.35
Cash at Bank - Training Account		4,349.44	2,990.49
Cash at Bank - Members Equity		11,213.13	10,643.18
Sundry Debtors		4,543.40	3,407.80
Prepayments		800.60	0.00
Inventory		572.61	0.00
TOTAL CURRENT ASSETS		<u>29,623.03</u>	<u>22,528.82</u>
NON-CURRENT ASSETS			
Land & Buildings - Moonah Centre			
- At Government Valuation 1/7/1993)		40,000.00	40,000.00
- Less Accumulated Depreciation		-2,428.00	-1,639.00
Furniture & Fittings			
- At Cost		18,762.00	18,762.00
- Less Accumulated Depreciation		14,930.00	14,294.00
TOTAL NON-CURRENT ASSETS		<u>41,404.00</u>	<u>42,829.00</u>
TOTAL ASSETS		<u>71,027.03</u>	<u>65,357.82</u>
CURRENT LIABILITIES			
Trade Creditors & Accruals		8,049.84	9,104.69
GST Clearing Account		1,081.12	100.12
Provision for Annual Leave		703.60	0.00
Loan for Computer - Current		0.00	838.32
TOTAL CURRENT LIABILITIES		<u>9,834.56</u>	<u>10,043.13</u>
NON-CURRENT LIABILITIES			
Provision for Long Service Leave		4,192.25	3,151.20
Loan for Computer - Non-Current		0.00	299.07
TOTAL NON-CURRENT LIABILITIES		<u>4,192.25</u>	<u>3,450.27</u>
TOTAL LIABILITIES		<u>14,026.81</u>	<u>13,493.40</u>
NET ASSETS		<u>57,000.22</u>	<u>51,864.42</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 2006

	<u>NOTE</u>	<u>2006</u> \$	<u>2005</u> \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members - Contributions		89,518.06	83,524.30
Receipts - Other		1,159.84	7,800.90
Payments to Suppliers & Employees		85,196.57	82,621.83
Interest Received		473.38	365.93
Interest Paid		-231.92	-153.91
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	3	5,722.79	8,915.39
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of furniture & fittings		0.00	-1,620.73
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		0.00	-1,620.73
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings		-1,137.39	-775.85
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES		-1,137.39	-775.85
NET INCREASE/(DECREASE) IN CASH HELD		4,585.40	6,518.81
Add			
Cash at 1 January		19,121.02	12,602.21
CASH AT 31ST DECEMBER	2	23,706.42	19,121.02

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

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2006

NOTE 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 2006

**NOTE 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 Profit and Loss Statement exclusive of GST.

**NOTE 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).

NOTE 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

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2006

NOTE 2 – RECONCILIATION OF CASH

	<u>2006</u>	<u>2005</u>
	\$	\$
Cash on Hand	400.00	400.00
Cash at Bank - Operating Account	7,743.85	5,087.35
Cash at Bank - Training Account	4,349.44	2,990.49
Cash at Bank - Members Equity	11,213.13	10,643.18
	23,706.42	19,121.02

NOTE 3 – RECONCILIATION OF NET PROFIT TO CASH FLOW FROM OPERATING ACTIVITIES

	<u>2006</u>	<u>2005</u>
	\$	\$
Net Profit/(Loss) for the year	5,135.80	4,302.19
Add		
Non Cash Flows		
- Depreciation	1,425.00	1,366.00
- Charges to Provisions	2,801.75	636.76
Add Changes in Assets and Liabilities		
- (Increase)/Decrease in Debtors	1,729.14	5,350.45
- (Increase)/Decrease in Prepayments	-800.60	-592.95
- (Increase)/Decrease in Inventory	-572.61	0.00
- Increase/(Decrease) in Creditors and Accruals	-537.41	2,147.06
	5,722.79	8,915.39

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

**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 2006 to 31 December 2006 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 Branch 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	2006 Results
Making agreements with employers	Metro Tasmania Bus Operators Agreement certified 24 th March 2006 Enterprise Agreement PN Tasmania 18 th August 2006
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 38 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 2006 there were 356 financial members of the RTBU Tasmanian Branch.

Number of Employees

As of the 31 December 2006 there were 2 part time employees of the Tasmanian Branch.

Members of the Committee of Management

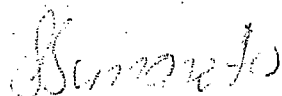
The members of the Branch Executive during the year 31 December 2006:

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Sandro Amicosante	Branch Secretary	01.01.06– 20.12.06
Samantha Simonetis	Branch Secretary	21.12.06 – 31.12.06
Jamie Cole	Branch President	1.5.06 – 20.12.06
Jody Nichols	Branch President	21.12.06 – 31.12.06
Jamie Cole	Branch Vice President	1.1.06 - 1.5.06
John Wilson	Branch Vice President	3.7.06 – 20.12.06
Heather Thompson	Branch Vice President	21.12.06 – 31.12.06
Graeme Connors	Branch Divisional Secretary – Rail	1.1.06 – 20.12.06
Kenneth Fitch	Branch Divisional Secretary – Rail	21.12.06 – 31.12.06
John Wilson	Branch Divisional President – Bus	01.01.06 – 20.12.06
Jody Nichols	Branch Divisional President – Bus	21.12.06 – 31.12.06
David Hill	Branch Divisional President - Rail	01.01.06 – 31.12.06
Samantha Simonetis	Branch Divisional Secretary – Bus	01.01.06 – 31.12.06

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

The members of the Branch Council during the year 31 December 2006

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Sandro Amicosante	Branch Secretary	01.01.06-20.12.06
Samantha Simonetis	Branch Secretary	21.12.06 - 31.12.06
Jamie Cole	Branch President	1.5.06 - 20.12.06
Jody Nichols	Branch President	21.12.06 - 31.12.06
Jamie Cole	Branch Vice President	1.1.06 -1.5.06
John Wilson	Branch Vice President	3.7.06 - 20.12.06
Heather Thompson	Branch Vice President	21.12.06 - 31.12.06
Graeme Connors	Branch Divisional Secretary - Rail	1.1.06 - 20.12.06
Kenneth Fitch	Branch Divisional Secretary - Rail	21.12.06 - 31.12.06
Samantha Simonetis	Branch Divisional Secretary -Bus	01.01.05 - 31.12.06
John Wilson	Branch Divisional President - Bus	01.01.06 - 20.12.06
Jody Nichols	Branch Divisional President -Bus	21.12.06 - 31.12.06
David Hill	Branch Divisional President - Rail	01.01.06 - 31.12.06
Carol Larkin	Branch Divisional Rep. - Bus	01.01.06 - 20.12.06
Colin Hardman	Branch Divisional Rep. - Bus	21.12.06 - 31.12.06
Kylie Driver	Branch Divisional Rep. - Bus	01.01.06 - 31.12.06
Steven Murphy	Branch Divisional Rep. - Bus	01.01.06 - 31.12.06
Bill Alexiadis	Branch Divisional Rep. - Bus	01.01.06- 20.12.06
David Binns	Branch Divisional Rep. - Rail	01.01.06- 31.12.06



Samantha Simonetis
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

Ms Samantha Simonetis
Branch Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009

Dear Ms Simonetis

Re: Lodgement of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Tasmanian Branch – for year ending 31 December 2006 (FR2006/616)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 31 August 2006.

Before the documents are filed I draw your attention to the following matters.

The omission of a Committee of Management Statement

The documents lodged did not include a Committee of Management Statement as required by the Industrial Registrar's Reporting Guidelines. Are you able to confirm whether one was prepared and signed? For your reference I enclose an extract from the Guidelines and a template example of a Statement.

Donations

Secondly, I note that in the Statement of Income and Expenditure there is an amount of \$1,083.00 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.

I await your advice in relation to the Committee of Management 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', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

8 October 2007

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

Extract from Industrial Registrar's reporting guidelines

Committee of Management Statement

24. For purposes of paragraph 253(2)(c) of the RAO Schedule the reporting unit must cause to be prepared a committee of management statement containing declarations by the committee of management in relation to the GPFR.
25. The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management that:
- (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; and
 - (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.

**[DELETE THE FOLLOWING DECLARATIONS FROM THE STATEMENT
IF THERE WAS NO RECOVERY OF WAGES ACTIVITY]**

(f) in relation to recovery of wages activity:

- (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
- (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
- (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
- (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

26. The committee of management statement must:

- (a) be made in accordance with such resolution as is passed by the committee of management of the reporting unit in relation to the matters requiring declaration;
- (b) specify the date of passage of the resolution;
- (c) be signed by a designated officer within the meaning of section 243 of the RAO Schedule; and
- (d) be dated as at the date the designated officer signs the statement.

Committee of Management Statement

On...(date).....the committee of management of the Tasmanian Branch of the Australian Rail, Tram and Bus Industry Union, passed the following resolution in relation to the general purpose financial report of the Branch for the financial year ended 31 December 2007

The committee of management declares 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; and
- (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.

**[DELETE THE FOLLOWING DECLARATIONS FROM THE STATEMENT
IF THERE WAS NO RECOVERY OF WAGES ACTIVITY]**

(f) in relation to recovery of wages activity:

(i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and

(ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and

(iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and

(iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

(v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

Signed _____

Date _____



Rail, Tram & Bus Union, Tasmania Branch
PO Box 682, Moonah, Tas 7009
5/113 Main Road, Moonah, Tas, 7009
(Office hours 9.00am to 12.00pm Monday to Friday)

ABN 17 375 340 137
Secretary: Samantha Simonetis
Mobile: 0409 399 578
Phone: (03) 6228 6188 Fax: (03) 6228 6908
Email: rtbu1@bigpond.com
Website: www.rtbu-nat.asn.au

29th October 2007

Stephen Kellett
Statutory Services Branch
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

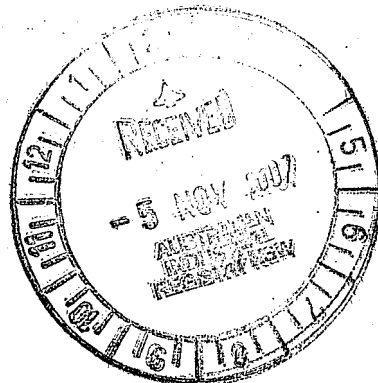
Dear Stephen

Re your letter dated 8th October 2007, I have enclosed the Committee of Management Statement accidentally omitted from RTBU Tas. Branch Financial Statements 2006.

Also in relation to Donations, there were no donations exceeding an amount of \$1000.

Yours sincerely

Samantha Simonetis
Branch Secretary
RTBU Tas. Branch



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

COMMITTEE OF MANAGEMENT STATEMENT

On 23rd July 2007 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 2006.

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 for 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
 - (iv) the organisation does not consist of 2 or more reporting units.
 - (iv) 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.
 - (v) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management

Samantha Simonetis
Branch Secretary

Signed: *S. Simonetis*

Dated: *23.7.07*

Jody Nichols
Branch President

Signed: *J. Nichols*

Dated: *23.7.07*



Australian Government
Australian Industrial Registry

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80 William Street, East Sydney, NSW 2011
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Email: sydney@air.gov.au

Ms Samantha Simonetis
Branch Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009

Dear Ms Simonetis

Re: Lodgement of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Tasmanian Branch – for year ending 31 December 2006 (FR2006/616)

Thank you for your letter dated 29 October 2007 and for the attached Committee of Management Statement. The documents will be added to the return previously lodged and filed.

There is no further action required, but I note that the Committee of Management Statement was signed and dated 23 July 2007. The auditor's report was signed and dated however prior to this, on 29 June 2007. This suggests the Committee of Management Statement may not have been available for the auditor in the preparation of his or her report.

Subsections 257(5) and 257(7) of the RAO Schedule provide that the auditor must make statements about the general purpose financial report; subsection 253(2) defines a general purpose financial report as including "*statements required by the reporting guidelines*" (such as the Committee of Management statement.)

In preparing future returns therefore, the date the Committee of Management Statement is signed should be not later than the date the Auditor signs his or her report.

I also note that the Operating Report lodged with the original documents in August was not dated. All reports and statements should be dated at the time they are signed and all documents which are lodged in the Registry should be copies of the signed and dated versions.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Belinda Penna'.

Belinda Penna
For Stephen Kellett
Statutory Services Branch

6 November 2007