



FAIR WORK
COMMISSION

5 August 2014

Mr Philip Woodcock
Secretary, West Australian Branch
Australian Rail, Tram and Bus Industry Union
2/10 Nash Street
PERTH WA 6000

Dear Mr Woodcock

Re: Lodgement of Financial Statements and Accounts - Australian Rail, Tram and Bus Industry Union, West Australian Branch - for year ended 31 December 2013 (FR2013/504)

I acknowledge receipt of the financial report of the Australian Rail, Tram and Bus Industry Union West Australian Branch ('the reporting unit') for the year ended 31 December 2013. The documents were lodged with the Fair Work Commission on 11 July 2014.

The financial report has now been filed.

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

Please note that the financial report for the year ending 31 December 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Disclosure of employee expenses/provisions to office holders and other employees

The financial statements (Note 4) have disclosed employee benefits expenses separately for officers and employees, but did not separately disclose expenses by wages and salaries, leave entitlements, superannuation, separation/redundancies or other expenses by holders of office and employees. The Reporting Guidelines require that all employee benefits expenses are reported separately as set out (refer items 17(f) and 17(g))¹.

The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 21(c) and 21 (d))². Note 10 discloses provisions separately for holders of office and employees, but did not separately disclose provisions by annual leave, long service leave, separation/redundancies or other provisions.

¹ This requirement is now at items 16(f)(iv) and 16(g)(iv) of the new Reporting Guidelines that will apply to the year ended 31 December 2014.

² This requirement is now at item 21(c)(iii) and 21(d)(iv) of the new Reporting Guidelines that will apply to the year ended 31 December 2014

Items 18 and 22³ of the Reporting Guidelines state that if any activities identified in items 17 and 21 respectively have not occurred in the reporting period, a statement to this effect (or a nil balance) must be included in the notes to the GPFR.

Operating report: number of employees

Regulation 159(b) requires the number of employees to be measured on a full-time equivalent basis. The Operating Report stated that the number of employees was one full-time elected official, two full-time employees and one part-time employee. The number of employees must be expressed as a full-time equivalent.

If you have any queries regarding this letter, please contact me on (02) 6746 3283 or via email at stephen.kellett@fwc.gov.au.

Yours sincerely

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

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

³ Now item 17 and 21 respectively of the new Reporting Guidelines

From: KELLETT, Stephen
To: ["CarolF@rtbuwa.asn.au"](mailto:CarolF@rtbuwa.asn.au)
Subject: Attention Mr Phillip Woodcock - financial report y/e 31 Dec 2013 - filing
Date: Tuesday, 5 August 2014 3:15:00 PM
Attachments: [ARTBIU WA1 FR2013 504 \(primary final\).pdf](#)
[s253-Reporting-Guidelines-4th-edition.pdf](#)
[Model-financial-statements-2013-14.pdf](#)

Dear Ms Fiorentino,

Please see attached my letter in relation to the above. I also attach, for the Branch's reference when preparing the 2014 report, a copy of the new Reporting guidelines and a copy of the Model financial statements.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: [Carol Fiorentino](#)
To: [Orgs](#)
Subject: [Kellett] On CMS FR2013/504 FW: 2013 RTBU WA Branch Audit
Date: Friday, 11 July 2014 2:33:00 PM
Attachments: [0016_001.pdf](#)

[FR2013/504](#)

Please find attached - Lodgement of Financial Report - [FR2013/504]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

For Australian Rail, Tram and Bus Industry Union – West Australian Branch

Carol Fiorentino

OFFICE MANAGER

RAIL TRAM & BUS UNION WA BRANCH



2/10 Nash Street PERTH WA 6000



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From: canon@rtbuwa.asn.au [<mailto:canon@rtbuwa.asn.au>]
Sent: Friday, 11 July 2014 12:09 PM
To: Carol Fiorentino
Subject: 2013 RTBU WA Branch Audit



RAIL TRAM & BUS UNION

Australian Rail Tram & Bus Industry Union

West Australian Branch: 2/10 Nash Street PERTH 6000

Telephone: (08) 9225 6722 Facsimile: (08) 9225 6733

Email: general@rtbuwa.asn.au

Fair Work Commission
Level 8, 80 William Street
EAST SYDNEY NSW 2011

Certificate of the Secretary or other designated Officer

Section 268(c) Fair Work (Registered Organisations) Act 2009

I Philip Woodcock being the Branch Secretary of the Australian Rail Tram and Bus Industry Union Western Australian Branch certify:

- That the document lodged herewith is a copy of the full report referred to in Fair Work (RO) Act 2009; and
- That a full report was provided to Members on 30th May 2014 and
- That the full report was presented to a general meeting as a series of meetings at different locations, the last of which was 29th June 2014, and also available on the Union web site (Section 266(2))

Signature _____

Philip Woodcock
Branch Secretary
ARTBIU WA

Dated: 11th July 2013

Australian Rail, Tram and Bus Industry Union
West Australian Branch

Annual Report

For the year ended 31 December 2013

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Operating Report

For the year ended 31 December 2013

This operating report covers the activities of the Australian Rail, Tram and Bus Industry Union West Australian Branch (the "union") for the financial year ended 31 December 2013, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Branch Council

The principal activity of the union during the financial year was as a transport union. There were no significant changes in the nature of the union's activity during the financial year.

2. Significant Changes in State of Affairs

No significant changes in the union's state of affairs occurred during the year.

3. Right of Members to Resign

All members of the union have the right to resign from the union in accordance with Rule 14 of the Union Rules (and Section 174 of the Fair Work (Registered Organisation) Act 2009); namely by providing notice addressed and delivered to the Secretary of the Branch, including via email.

4. Directorship of Superannuation Funds

To the best of our knowledge and belief, no officer of the union, by virtue of their office of the Rail, Tram and Bus Industry Union West Australian Branch is:

- a. a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- b. a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- c. where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

5. Membership of the Union

The number of members of the union as at 31 December 2013 was 897 (2012: 1,389).

6. Employees of the Branch

As at the 31 December 2013, the Branch employed one full time Elected Official, two full time employees and one part time employee.

7. Branch Council

The following persons were members of the Branch Council during the year ended 31 December 2013:

Name	Position	Period of Appointment
Philip Woodcock	Branch Secretary	01/01/13 to 31/12/13
John Miller	Branch President	01/01/13 to 02/09/13
Glen Mckinley	Branch President	03/09/13 to 31/12/13
Craig McKinley	Branch Vice President	01/01/13 to 31/12/13
Helen Martin	Affirmative Action	01/01/13 to 02/09/13
Natalie Flynn	Affirmative Action	03/09/13 to 31/12/13
Garry Adams	Sub Branch Secretary Goldfields	01/01/13 to 31/12/13
Jayson Manners	Sub Branch Secretary Metro	01/01/13 to 31/12/13
Paul Mullooly	Sub Branch Secretary Midwest	01/01/13 to 31/12/13
Barry Normington	Sub Branch Secretary Southwest	01/01/13 to 31/12/13
Craig Svendensen	Sub Branch President Wheatbelt	03/09/13 to 31/12/13
Brian Curran	Sub Branch Secretary Metropolitan	01/01/13 to 31/12/13
Damian Hanley	Sub Branch Secretary John Holland	01/01/13 to 31/12/13

Operating Report

For the year ended 31 December 2013

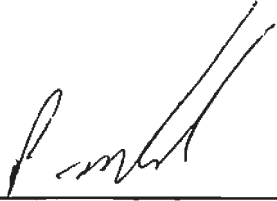
8. Operating Result

The loss for the year ended 31 December 2013 was \$62,888 (2012: \$77,120).

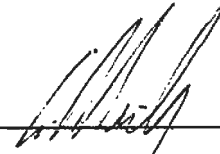
9. Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 31 December 2013 has been received and can be found on page 5 of the financial report.

Signed in accordance with the resolution of the Branch Council.



WA Branch Secretary



WA Branch President

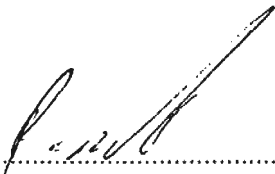
Date: 30th May 2014

Certificate By Prescribed Designated Officer
Fair Work (Registered Organisation) Act 2009
For the year ended 31 December 2013

I, Philip Woodcock, being the officer responsible of the Australian Rail, Tram and Bus Industry Union West Australian Branch, certify:

- That the documents lodged herewith are copies of the full report for the Australian Rail, Tram and Bus Industry Union West Australian Branch for the period ended 31 December 2013 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members of the reporting unit on [30th May 2014]; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on [30th May 2014] in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer



.....

Name of prescribed designated officer

..Philip Woodcock.....

Title of prescribed designated officer

Branch Secretary.....

Date

.....30-5-2014.....

Branch Committee of Management Statement

For the year ended 31 December 2013

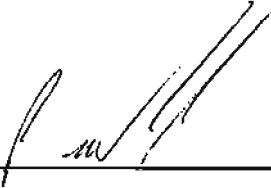
We, Philip Woodcock and Glen McKinley, being two members of the Branch Committee of Management of the Australian Rail, Tram and Bus Industry Union West Australian Branch, do state on behalf of the Branch Committee of Management and in accordance with a resolution passed on 30th May 2014 by the Branch Committee of Management, that:

1. The accompanying general purpose financial statements and notes comply with the Australian Accounting Standards;
2. The financial statements and notes comply with the reporting guidelines of the General Manager of the Fair Work Commission;
3. 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;
4. 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
5. During the financial year to which the general purpose financial report relates and since the end of that year:
 - a. Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the Branch concerned; and
 - b. 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
 - c. The financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisation) Act 2009 (the RO Act) and
 - d. 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
 - e. Where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
 - f. Where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
6. In relation to recovery of wages activity:
 - a. 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 General Manager; and
 - b. The committee of management instructed the auditor to include in the scope of the audit required under subsection 257(1) of the RO Act all recovery of wages activity by the reporting unit from which revenues had been derived for the financial year in respect of such activity; and
 - c. No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies 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
 - d. 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

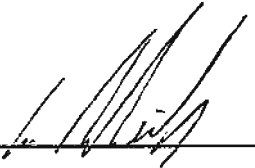
Branch Committee of Management Statement
For the year ended 31 December 2013

- e. No fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from monies recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

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



WA Branch Secretary



WA Branch President

Date: 30th MAY 2014

AUDITOR'S INDEPENDENCE DECLARATION
TO THE BRANCH COUNCIL OF
AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
WEST AUSTRALIAN BRANCH

In relation to our audit of the financial report of Australian Rail, Tram and Bus Industry Union West Australian Branch for the year ended 31 December 2013, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of the Corporations Act 2001 or any applicable code of professional conduct.



PKF MACK & Co



SIMON FERMANIS
PARTNER

30 MAY 2014
WEST PERTH,
WESTERN AUSTRALIA

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Statement of Profit or Loss and Other Comprehensive Income
For the year ended 31 December 2013

	Note	2013	2012
		\$	\$
Revenue	3	592,620	778,589
Expenses			
Branch council meeting expenses		(6,941)	(7,864)
Capitation fee expense	15	(50,476)	(79,361)
Depreciation and amortisation expense	8	(12,949)	(14,746)
Employee expenses	4	(370,061)	(401,856)
Property expenses		(47,400)	(61,716)
Photocopier lease and other expenses	12	(9,511)	(10,945)
Insurance expense		(26,080)	(18,536)
Legal costs		(29,577)	(131,895)
Interim committee		-	(16,475)
Audit and accounting fees		(12,661)	(24,114)
Other expenses		(89,852)	(88,201)
		<u>(655,508)</u>	<u>(855,709)</u>
Deficit for the year		<u>(62,888)</u>	<u>(77,120)</u>
Other comprehensive income, net of income tax		<u>-</u>	<u>-</u>
Total comprehensive deficit for the year		<u>(62,888)</u>	<u>(77,120)</u>

The accompanying notes form part of these financial statements

Statement of Financial Position
For the year ended 31 December 2013

	Note	2013 \$	2012 \$
Current assets			
Cash and cash equivalents	5	606,944	786,744
Trade and other receivables	6	135,559	82,096
Shares in listed companies	7	5,851	4,484
Prepayments		19,247	35,408
Total current assets		<u>767,601</u>	<u>908,732</u>
Non-current assets			
Plant and equipment	8	56,692	55,856
Total non-current assets		<u>56,692</u>	<u>55,856</u>
Total assets		<u>824,293</u>	<u>964,588</u>
Current liabilities			
Trade and other payables	9	112,858	55,112
Provisions	10	136,261	243,191
Other	11	89,998	27,748
Membership fees received in advance		2,332	2,807
Total current liabilities		<u>341,449</u>	<u>328,858</u>
Non-current liabilities			
Other	11	-	89,998
Total non-current liabilities		<u>-</u>	<u>89,998</u>
Total liabilities		<u>341,449</u>	<u>418,856</u>
Net assets		<u>482,844</u>	<u>545,732</u>
Accumulated funds			
Accumulated funds		<u>482,844</u>	<u>545,732</u>
Total accumulated funds		<u>482,844</u>	<u>545,732</u>

The accompanying notes form part of these financial statements

Statement of Changes in Equity
For the year ended 31 December 2013

	Accumulated Funds \$	Total \$
Balance at 1 January 2012	622,852	622,852
Deficit attributable to members	<u>(77,120)</u>	<u>(77,120)</u>
Balance at 31 December 2012	545,732	545,732
Deficit attributable to members	<u>(62,888)</u>	<u>(62,888)</u>
Balance at 31 December 2013	<u>482,844</u>	<u>482,844</u>

The accompanying notes form part of these financial statements

Statement of Cashflows

For the year ended 31 December 2013

	Note	2013 \$	2012 \$
Cash flows from operating activities			
Receipts from members and other		1,045,735	779,368
Payments to suppliers and employees		(1,182,763)	(709,604)
Interest and dividends received		7,380	9,704
		<hr/>	<hr/>
Net cash provided by operating activities	13	(129,648)	79,468
Cash flows from investing activities			
Payment of loan to the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch		(36,318)	-
Payments for plant and equipment		(13,834)	(14,830)
		<hr/>	<hr/>
Net cash flows used in investing activities		(50,152)	(14,830)
Net increase in cash and cash equivalents		(179,800)	64,638
Cash and cash equivalents at the beginning of the financial year		<hr/>	<hr/>
		786,744	722,106
Cash and cash equivalents at the end of the financial year	5	<hr/>	<hr/>
		606,944	786,744

The accompanying notes form part of these financial statements

Notes to the Financial Statements

For the year ended 31 December 2013

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Australian Rail, Tram and Bus Industry Union West Australian Branch (the "union") is a registered organisation under the Fair Work (Registered Organisations) Act 2009 (RO Act) and is incorporated and domiciled in Australia.

The principal activity of the union was as a transport union. The registered office of the union throughout the year was: 2/10 Nash Street, Perth, WA 6000.

Basis of Preparation

The accounting policies set out below have been consistently applied to all years presented.

Statement of Compliance

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards ('AASBs') (including Australian Interpretations) as issued by the Australian Accounting Standards Board ('AASB') and Part 3 of Chapter 8 of the RO Act for not-for-profit oriented entities. The financial report also complies with International Financial Reporting Standards ('IFRS') as issued by the International Accounting Standards Board ('IASB').

The financial report was authorised for issue by the Committee of Management on 30th May 2014.

Basis of Measurement

The financial report has been prepared on an accruals basis. It is based on the historical costs and does not take into account changing money values or, except where specifically stated, current calculation of non-current assets.

Functional and Presentation Currency

The financial report is presented in Australian dollars, which is the union's functional currency.

Use of Estimates and Judgements

The preparation of the financial statements in conformity with AASBs requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected.

The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Estimation of useful lives of assets

The union determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Impairment of non-financial assets other than goodwill and other indefinite life intangible assets

The union assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to the union and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs to sell or value-in-use calculations, which incorporate a number of key estimates and assumptions.

Long service leave provision

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

Notes to the Financial Statements

For the year ended 31 December 2013

Accounting Policies

a. Income tax

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under section 23 (f) of the Income Tax Assessment Act.

b. Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current year.

c. Revenue recognition

Revenue is recognised when it is probable that the economic benefit will flow to the union and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Membership fees are recognised evenly over the duration of the membership period paid for. Other revenue is recognised when it is received or when the right to receive payment is established.

d. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables are stated inclusive of the amount of the GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

e. Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

f. Plant and Equipment

Plant and equipment is measured on a cost basis less depreciation and impairment losses.

The depreciable amounts of the plant and equipment are depreciated on a diminishing value basis over the asset's useful life to the entity commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Plant and Equipment	2.5% - 40%
Motor Vehicles	22.5%

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of plant and equipment is derecognised upon disposal or when there is no future economic benefit to the union. Gains and losses between the carrying amount and the disposal proceeds are taken to the profit or loss in the statement of profit or loss and other comprehensive income.

g. Trade and other receivables

Other receivables are recognised at amortised cost, less any provision for impairment. The amounts are usually due for settlement no more than 30 days. Collectability of debtors is reviewed on an ongoing basis. Debts, which are known to be uncollectible, are written off.

Notes to the Financial Statements

For the year ended 31 December 2013

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

h. Financial Assets

Shares in listed companies are classified as being held for trading. They are initially measured at cost and subsequently measured at fair value with changes in carrying value being included in profit or loss.

i. Trade and other payables

These amounts represent liabilities for goods and services provided to the union prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

j. Employee benefits

Provision is made for the union's liability for employee benefits arising from services rendered by employees to reporting date. Employee benefits expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave, which will be settled after one year have been measured at their nominal amount.

Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Provision for employee benefits have been measured to include salary on-costs including superannuation, payroll tax and workers compensation.

k. Superannuation

Contributions are made by the union to an employee superannuation fund and are charged as expenses when incurred.

l. Leases

Lease payments for operating leases, where substantially all the risks and benefits incidental to ownership of the asset remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

m. Impairment of non-financial assets

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs to sell and value in use. The value-in use is the present value of the estimated future cash flows relating to the asset using the pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have an independent cash flows are grouped together to form a cash-generating unit.

n. Allocation of revenue and expenses between the Australian Rail, Tram and Bus Industry Union West Australian Branch (Federal branch) and the Australian Rail, Tram and Bus Industry Union of Employees (State branch)

During the 2013 financial year a change in accounting policy occurred in relation to the application of services shared between the Federal branch and the State branch. In the 2012 financial year the State branch allocated all of its revenue to the Federal branch as payment for shared services.

In the 2013 financial year this was changed to account for revenue based on the number of members in each branch. All other revenue was split on a 60/40 basis. It was also determined that expenses including payroll be allocated on a 60/40 basis between the two branches.

Notes to the Financial Statements

For the year ended 31 December 2013

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

The following exceptions apply to the general rule above:

- Branch secretary employment benefits will be allocated individually in each branch;
- All other employee benefit provisions will be held in the Federal branch;
- Plant and equipment will be held in the Federal branch, with the exception of Motor Vehicles being held in the respective branch making use of the vehicle.
- New acquisitions of plant and equipment to be accounted for in full by the Federal Branch;
- Depreciation expense to be recognised by the entity that owns the respective asset.

o. Adoption of New or revised Accounting Standards and Interpretations

New and revised Standards and amendments thereof and Interpretations effective for the current period that are relevant to the union include:

- Amendments to AASB 1, 5, 7, 101, 112, 120, 121, 132, 133 and 134 as a consequence of AASB 2011-9 'Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income'. The adoption of all the new and revised Standards and Interpretations has not resulted in any changes to the union's accounting policies and has no effect on the amounts reported for the current or prior periods. However, the application of AASB 2011-9 has resulted in changes to the union's presentation of, or disclosure in, its financial statements.

p. New Standards and Interpretations Not Yet Adopted

The AASB has issued the following new and amended accounting standards and interpretations that have mandatory application dates for future reporting periods. The union has decided against early adoption of these standards, and has not yet determined the potential impact on the financial statements from the adoption of these standards and interpretations.

AASB No.	Title	Application date of standard*	Issue date
AASB 9	Financial Instruments	1 January 2015	December 2010
AASB 1053	Application of Tiers of Australian Accounting Standards	1 July 2013	June 2010
AASB 2011-4	Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements [AASB 124]	1 July 2013	July 2011
AASB 2012-3	Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities	1 January 2014	June 2012
AASB 2013-3	Amendments to AASB 136 – Recoverable amount disclosures for non-financial assets	1 January 2014	June 2013
AASB 2013-4	Amendments to Australian Accounting Standards – notation of derivatives and continuation of hedge accounting	1 January 2014	July 2013
AASB 2013-5	Amendments to Australian Accounting Standards – Investment entities	1 January 2014	August 2013
AASB 2013-6	Amendments to AASB 136 arising from Reduced Disclosure Requirements	1 January 2014	September 2013
AASB 2013-8	Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities - Control and Structured Entities [AASB 10, AASB 12 & AASB 1049]	1 January 2014	October 2013
Interpretation 21	Levies	1 January 2014	May 2013

Notes to the Financial Statements

For the year ended 31 December 2013

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of sections 272(5) of the Fair Work (Registered Organisations) Act 2009 (the Act), the attention of members is drawn to the provisions of sections 272(1) to section 272(2) of the Act, which reads as follows:

1. A member of the branch, or a registrar, may apply to the branch for specified prescribed information in relation to the branch to be made available to the person making the application.
2. The application must be in writing and must specify the periods 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 branch.
3. The branch must comply with an application made under subsection (1).

	2013 \$	2012 \$
NOTE 3: REVENUE		
Revenue		
Contribution revenue (bus, locomotive and rail)	366,134	547,603
Rents	107,639	174,827
Other operating revenue		
- Other income	6,493	15,150
- Shared services revenue	84,272	-
- Journey cover recoupment	19,335	29,621
Total revenue from continuing operations	<u>583,873</u>	<u>767,201</u>
Other Income		
Interest received	7,380	9,704
Net gain on fair value movement on financial assets held for trading	1,367	1,684
	<u>8,747</u>	<u>11,388</u>
Total revenue	<u>592,620</u>	<u>778,589</u>

NOTE 4: EXPENSES

Affiliation fees (in other expenses and capitation fees)		
- Australian Council of Trade Unions	3,874	4,296
- Australian Labour Party	6,321	870
- ARTBIU National Office Capitation Fees	50,476	79,361
- Unions WA	4,706	6,723
Employee benefits to employees (other than holders of office)	199,695	238,106
Employee benefits to holders of office	126,781	117,619
Superannuation expense	43,585	46,131
Total employee expenses	<u>370,061</u>	<u>401,856</u>
Remuneration of auditor (2012 includes two years)	12,000	24,114
Settlement of legal case (see note 10)	-	100,000

NOTE 5: CASH AND CASH EQUIVALENTS

Cash at bank	256,396	443,066
Cash on deposit	350,548	343,678
	<u>606,944</u>	<u>786,744</u>

The weighted average interest rate of cash on deposit at 31 December 2013 is 2.05% (2012: 2.40%).

Notes to the Financial Statements
For the year ended 31 December 2013

	2013 \$	2012 \$
NOTE 6: TRADE AND OTHER RECEIVABLES		
Membership fees due	-	1,645
FBT instalments	229	2,566
Stirling Street refurbishment (1)	13,111	36,651
National Office reimbursements (note 15)	33,665	41,234
Receivables from the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch	52,236	-
Loan to the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch (2)	36,318	-
	<u>135,559</u>	<u>82,096</u>

- (1) The Union agreed to undertake works on the rented property totalling a maximum of \$118,000. This is being repaid by the tenant as a "special rent", representing the amortised repayment to the Union. This special rent includes a profit margin. The balance remaining as at 31 December 2013 is \$13,111.
- (2) The Union agreed to purchase a motor vehicle for the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch under a loan agreement. There is no interest payable and defined repayment date on this loan.

NOTE 7: SHARES IN LISTED COMPANIES – HELD FOR TRADING

	Number	Number
Ordinary shares	<u>1,199</u>	<u>1,199</u>
Reconciliation		
Reconciliation of the fair values at the beginning and end of the current and previous financial year are set out below:		
Opening fair value	4,484	2,800
Revaluation increments	1,367	1,684
Closing fair value	<u>5,851</u>	<u>4,484</u>

NOTE 8: PLANT AND EQUIPMENT

Motor vehicles – at cost	37,727	37,727
Less: accumulated depreciation	<u>(17,748)</u>	<u>(11,948)</u>
	19,979	25,779
Plant and equipment – at cost	108,306	100,332
Less: accumulated depreciation	<u>(71,593)</u>	<u>(70,255)</u>
	36,713	30,077
Total plant and equipment	<u>56,692</u>	<u>55,856</u>

a) Property

The title of the Land and Buildings is in the name of the Australian Rail, Tram & Bus Industry Union of Employees, being the state registered union.

Notes to the Financial Statements
For the year ended 31 December 2013

NOTE 8: PLANT AND EQUIPMENT (continued)

b) Reconciliations

Reconciliations of the written down values at the beginning and end of the current and previous financial year are set out below:

	Motor Vehicle	Plant and Equipment	Total
2012			
Balance at the beginning of the year	33,263	22,509	55,772
Additions	-	14,830	14,830
Depreciation expense	(7,484)	(7,262)	(14,746)
Carrying amount at the end of the year	<u>25,779</u>	<u>30,077</u>	<u>55,856</u>
2013			
Balance at the beginning of the year	25,779	30,077	55,856
Additions	-	13,834	13,834
Disposals	-	(49)	(49)
Depreciation expense	(5,800)	(7,149)	(12,949)
Carrying amount at the end of the year	<u>19,979</u>	<u>36,713</u>	<u>56,692</u>

	2013 \$	2012 \$
NOTE 9: TRADE AND OTHER PAYABLES		
Trade creditors	30,172	18,978
Accruals	12,000	11,500
GST liability	7,365	12,200
PAYG tax withholding	6,156	7,434
Death benefits – retired members	5,000	5,000
Payables to the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch	52,165	-
	<u>112,858</u>	<u>55,112</u>

Refer to note 16 for detailed information on financial instruments.

NOTE 10: PROVISIONS

Driver Insurance Provision	250	4,727
Employee benefits – annual leave	54,894	57,417
Employee benefits – long service leave	81,117	81,047
Out of court settlement relating to legal case (Kalgoorlie non-protected strike day)	-	100,000
	<u>136,261</u>	<u>243,191</u>

The Driver Insurance fund is used in reimbursing members for out of pocket expenses relating to infringement notices, subject to certain conditions.

NOTE 11: OTHER LIABILITIES

Current

Transit officer legal fund	-	27,748
Tenants rental bond	89,998	-
	<u>89,998</u>	<u>27,748</u>

Non-Current

Tenants rental bond	-	89,998
	<u>89,998</u>	<u>89,998</u>

Notes to the Financial Statements
For the year ended 31 December 2013

2013 **2012**
\$ \$

NOTE 11: OTHER LIABILITIES (continued)

The Transit officer legal fund represents amounts contributed by the union and transit officers. The fund can be drawn down if a legal case arises and pending committee approval. During the 2013 financial year this Transit office legal fund was transferred to the state run, Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch.

The movement in the legal fund provision is as follows:

Opening balance	27,748	10,645
Transfer to Australian Rail, Tram and Bus Industry Union of Employees	(27,748)	
Contributions from the union	-	-
Contributions from members	-	17,103
Closing balance	<u>-</u>	<u>27,748</u>

NOTE 12: LEASING COMMITMENTS

Operating lease expenditure contracted for at reporting date that is not cancellable and is not provided for the accounts:

Payable		
No later than 12 months	8,184	8,184
Between 12 months and five years	12,958	21,142
Greater than five years	-	-
	<u>21,142</u>	<u>29,326</u>

The operating lease is for a photocopier that is leased by the union for five years with the contract expiring on 19th July 2016. The union pays the lease through fixed monthly instalments.

NOTE 13: CASHFLOW INFORMATION

a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of cash flow is reconciled to the related items in the statement of financial position as follows:

Cash at bank	256,396	443,066
Term deposits and savings investment accounts	350,548	343,678
	<u>606,944</u>	<u>786,744</u>

b) Reconciliation of cash flows from operating activities to profit/(loss):

Operating (deficit)	(62,888)	(77,120)
Adjust for non-cash items:		
Depreciation	12,949	14,746
Net gain on fair value movement	(1,367)	
Change in assets and liabilities		
(Increase)/decrease in trade and other receivables	(17,096)	12,662
(Increase)/decrease in prepayments	16,161	(11,360)
Increase/(decrease) in trade and other payables	57,746	6,804
Increase/(decrease) in provisions	(106,930)	118,812
Increase/(decrease) in other current liabilities	(27,748)	17,103
Increase/(decrease) in membership fees received in advance	(475)	(495)
Net cash provided by operating activities	<u>(129,648)</u>	<u>79,468</u>

Notes to the Financial Statements
For the year ended 31 December 2013

NOTE 14: KEY MANAGEMENT PERSONNEL COMPENSATION

Key management personnel comprise those individuals who have the authority and responsibility for planning, directing and controlling the activities of the Union (see details per the Operating Report, page 1). During the year, the key management personnel of the Union were remunerated as follows:

	Short-Term Benefits	Post- Employment Benefits	Total
2013			
Total compensation	126,781	19,336	146,117
2012			
Total compensation	119,890	18,815	138,705

	2013 \$	2012 \$
NOTE 15: RELATED PARTY DISCLOSURE		
Transactions with National Office:		
Capitation fees paid:		
During the year the branch paid 14.5% (2012: 14.5%) of gross member contributions received to the National Office.	50,476	79,361
Capitation fees owed to the National Office as at 31 December (net)	2,932	6,028
Other expenses:		
The National Office is responsible for certain other expenditures and will reimburse the Union for these:		
Reimbursements received from the National Office (netted against expense accounts):	16,205	62,959
Amounts receivable from the National Office as at 31 December	27,034	41,234

Transactions with the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch:

Member contribution revenue received and paid forward

During the year the branch received member contribution revenue on behalf of the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch and forwarded these on following receipt.

Total contribution revenue received on behalf of the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch	337,137	-
Member contribution revenue still owing as at 31 December	46,666	-

Shared services transactions

During the year the branch engaged in shared services with the Australian Rail, Tram and Bus Industry Union of Employees West Australian Branch. These services were for shared administration expenses and employee expenses.

Total administration expenses	128,582	-
Total employee expenses	84,272	-
Administration expense amounts receivable as at 31 December	31,082	-
Employee expense amounts receivable as at 31 December	21,154	-

Notes to the Financial Statements
For the year ended 31 December 2013

	2013 \$	2012 \$
NOTE 15: RELATED PARTY DISCLOSURE (continued)		
Motor vehicles loan		
During the year the branch entered into a loan agreement with the Australian Rail, Tram and Bus Industry Union of Employees to loan them the funds required for the purchase of a motor vehicle.	36,318	-

NOTE 16: FINANCIAL INSTRUMENTS

Financial risk management objectives

The union's activities do not expose it to many financial risks, with only interest rate and liquidity risk being needed to be actively managed.

Market risk

Foreign currency risk

The union is not exposed to any significant foreign currency risk.

Price risk

The union is not exposed to any significant price risk.

Interest rate risk

As the union has significant interest bearing assets, the income and operating cash flows are exposed to changes in market interest rates. The assets are short-term interest bearing deposits and no financial instruments are employed to mitigate risk.

At reporting date the union has the following financial assets exposed to interest rate risk:

	Weighted average effective interest rate		2013 \$	2012 \$
	2013 %	2012 %		
<i>Assets</i>				
Cash at bank	0.01	0.01	256,396	443,066
Cash on deposit	2.05	2.40	350,548	343,678

Sensitivity Analysis

Cash at bank will not be effected by a movement in interest rate, therefore only the cash on deposit will be effected. An increase/decrease in interest rates of 100 basis points would have a favourable/adverse effect on the surplus/deficit of \$3,505. In 2012 an increase/decrease in interest rates of 100 basis points would have had a favourable/adverse effect on surplus/deficit of \$3,437.

Credit risk

The union is not exposed to any significant credit risk.

Liquidity risk

Ultimate responsibility for liquidity risk management rests with the Branch Committee of Management. The Union manages liquidity risk by maintaining adequate reserves and banking facilities.

Notes to the Financial Statements
For the year ended 31 December 2013

NOTE 16: FINANCIAL INSTRUMENTS (continued)

Remaining contractual maturities

The following tables detail the union's remaining contractual maturity for its financial instrument liabilities. The tables have been drawn up based on the undiscounted cash flows of financial liabilities based on the earliest date on which the financial liabilities are required to be paid. The tables include both interest and principal cash flows disclosed as remaining contractual maturities and therefore these totals may differ from their carrying amount in the statement of financial position.

	Weighted average interest rate %	1 year or less \$	Between 1 and 2 years \$	Between 2 and 5 years \$	Over 5 years \$	Remaining contractual maturities \$
2013						
Non-derivatives						
<i>Non-interest bearing</i>						
Sundry and other creditors	-	105,493	-	-	-	105,493
GST payable	-	7,365	-	-	-	7,365
Other liabilities (rental bond)	-	89,998	-	-	-	89,998
Total non-derivatives		202,856	-	-	-	202,856

	Weighted average interest rate %	1 year or less \$	Between 1 and 2 years \$	Between 2 and 5 years \$	Over 5 years \$	Remaining contractual maturities \$
2012						
Non-derivatives						
<i>Non-interest bearing</i>						
Sundry and other creditors	-	42,912	-	-	-	42,912
GST payable	-	12,200	-	-	-	12,200
Other liabilities (legal fund)	-	27,748	-	-	-	27,748
Other liabilities (rental bond)	-	-	89,998	-	-	89,998
Total non-derivatives		82,860	89,998	-	-	172,858

The cash flows in the maturity analysis above are not expected to occur significantly earlier than contractually disclosed above.

Fair values of financial instruments

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair values. The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature. The fair value of financial liabilities is estimated by discounting the remaining contractual maturities at the current market interest rate that is available for similar financial instruments.

The fair value of shares in listed companies of \$5,851 (2012: \$4,484) is classified as level 1 (Quoted prices (unadjusted) in active markets for identical assets or liabilities). There were no transfers between levels during the financial year.

Notes to the Financial Statements

For the year ended 31 December 2013

NOTE 17: CHANGE IN ACCOUNTING POLICY

During the 2013 financial year there was a change in accounting policy, as detailed in Note 1, n. This change has had a material impact on the union's financial position as at 31 December 2013 and its performance for the year ended on that date.

It has been determined that it is impracticable to retrospectively restate the comparative information within the financial report. Instead the impact of the change in accounting policy will be disclosed in this note to show how this policy change has impacted on the current year financial position and performance.

	With policy change 2013 \$	Without policy change 2013 \$	Net Impact \$
Deficit for the year	(62,888)	(80,171)	17,283
Total assets	824,293	965,706	(141,413)
Accumulated funds	482,844	465,561	17,283

NOTE 18: SUBSEQUENT EVENTS

At the date of the Statement by the Committee, no matter or circumstances not otherwise dealt with in the financial statements has significantly or may significantly affect the operations of the Branch, the results of those operations or the state of affairs of the Branch in subsequent financial years.

NOTE 19: CONTINGENT LIABILITIES AND ASSETS

The members are not aware of any contingent liabilities or contingent assets as at 31 December 2013. There has been no change in contingent liabilities or contingent assets since the last annual reporting date.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION WEST AUSTRALIAN BRANCH

Report on the Financial Report

We have audited the accompanying financial report of the Australian Rail, Tram and Bus Industry Union, West Australian Branch (the union), which comprises the statement of financial position as at 31 December 2013, the statement of profit or loss and comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the branch committee of management statement.

Branch Committee of Management's Responsibility for the Financial Report

The branch committee of management of the union are responsible for the preparation of the financial report that presents fairly in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the branch committee of management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the branch committee of management also state, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that the financial statements comply with International Financial Reporting Standards.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the union's preparation of the financial report that presents fairly 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 union's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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

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Auditor's Declaration

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements. I Simon Fermanis declare that I am a registered company auditor in accordance with the Corporations Act 2001 and a member of the Institute of Chartered Accountants.

Auditor's Opinion

In our opinion:

- (1) the financial report of the Australian Rail, Tram and Bus Industry Union, West Australian Branch is in accordance with:
 - (a) the Fair Work (Registered Organisations) Act 2009, including:
 - (i) presenting fairly the union's financial position as at 31 December 2013 and of its performance for the year ended on that date;
 - (ii) complying with Australian Accounting Standards including interpretations; and
 - (iii) and other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.
 - (b) the financial report also complies with International Financial Reporting Standards as disclosed in Note 1.
- (2) the union has kept satisfactory accounting records for the financial year, including records of:
 - (i) the sources and nature of the unions income, including membership subscriptions and other income from members; and
 - (ii) the nature of and reasons for the unions expenditure.
- (3) all information and explanations that officers or employees of the union were required to provide have been provided.
- (4) there was no deficiency, failure or shortcoming in any matters referred to in (1) to (3) above.
- (5) management's use of the going concern basis of accounting in the preparation of the union's financial statements is appropriate.

PKF Mack & Co

PKF MACK & Co

S Fermanis

SIMON FERMANIS

PARTNER

30 MAY 2014

WEST PERTH,

DISCLAIMER

TO THE AFFILIATED ORGANISATION

OF THE AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

The additional financial report data presented on page 25 is in accordance with the books and records which have been subjected to the auditing procedures applied in our statutory audit for the year ended 31 December 2013. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy of reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than the Australian Rail, Tram and Bus Industry Union), in respect of such data, including any errors or omissions therein however caused.



PKF MACK & CO



SIMON FERMANIS
PARTNER

30 MAY 2014
WEST PERTH,
WESTERN AUSTRALIA

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Detailed Profit and Loss Statement

For the year ended 31 December 2013

	2013 \$	2012 \$
INCOME		
Union dues – Rail division	144,330	271,635
Union dues – Locomotive division	221,804	275,968
Interest received	7,380	9,704
Other income	6,493	15,150
Net gain on fair value movement on financial assets held for trading	1,367	1,684
Journey cover recoupment	19,335	29,621
Rents received	107,639	174,827
Shared services	84,272	
Total income	<u>592,620</u>	<u>778,589</u>
EXPENDITURE		
Branch council meeting expenses	6,941	7,864
Capitation fee expense	50,476	79,361
Depreciation and amortisation expense	12,949	14,746
<u>Employee expenditure</u>		
Salaries - officers	126,781	117,619
Salaries – appointed staff	199,695	238,106
Superannuation	43,585	46,131
	<u>370,061</u>	<u>401,856</u>
<u>Property expenses</u>		
Murray street	8,082	11,694
Stirling street	18,235	27,692
Nash street – cleaning/ rubbish removal	2,726	3,441
Nash street – electricity	2,549	4,605
Nash street – levies	11,530	8,774
Nash street – parking license	-	1,294
Nash street – repairs and maintenance	487	(1,121)
Nash street – rates and taxes	3,322	4,548
Nash street – security	469	789
	<u>47,400</u>	<u>61,716</u>
Operating lease expenses	9,511	10,945
Insurance premiums	26,080	18,536
Legal and industrial costs	29,577	131,895
Interim committee	-	16,475
Audit and accounting fees	12,661	24,114
<u>Other expenses</u>		
Australian Council of Trade Unions	3,874	4,296
Australian Labour Party	7,194	1,502
Bank charges	5,118	7,476
Computer expenses	2,578	1,165
Death benefit	4,900	3,200
Education expenses	-	4,652
Fringe benefits tax	6,593	6,289
Branch expense	5,003	3,017
Motor vehicle expense	5,130	6,164
Postage and delivery	1,479	2,551
Printing and stationery	1,622	3,512
ARTBIU National Office	24,706	3,465
RTBU merchandise	564	-
Section Meetings	2,197	2,904
Shoprite enterprises	1,284	1,977
State union	7,449	2,563
Subscriptions	1,621	3,039
Sundry expenses	3,009	8,941
Telephone facsimile and modem	5,531	11,771
Trades & labour council	-	8,996
Contribution to transit officer's legal fund	-	721
	<u>89,852</u>	<u>88,201</u>
Total expenses	<u>655,508</u>	<u>855,709</u>
Net (loss) profit	<u>(62,888)</u>	<u>(77,120)</u>



3 March 2014

Mr Philip Woodcock
Branch Secretary
Australian Rail, Tram and Bus Industry Union-West Australian Branch
Sent by email: general@rtbuwa.asn.au

Dear Mr Woodcock,

**Re: Lodgement of Financial Report - [FR2013/504]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the West Australian Branch of the Australian Rail, Tram and Bus Industry Union (the reporting unit) ended on 31 December 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2014 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Additionally, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2013, are also available on the website as is our webinar on the financial Reporting Guidelines.

The Fair Work Commission has also developed a model set of financial statements for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Compliance & litigation](#).

The financial report and any statement of loans, grants or donations made during the financial year [statement must be lodged within 90 days of end of financial year] can be emailed to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents no.5](#)

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	<p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.