



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. P. Lovel
Secretary/Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
SOUTH MELBOURNE VIC 3205

Dear Mr. Lovel,

**Re: Financial Statements for years ended 30 June 2002 and 30 June 2003
FR 2002/424 and 2003/405**

Thank you for forwarding additional documentation being a copy of the auditor's report in relation to the financial documents of the Australian Road Transport Industrial Organization for the year ended 30 June 2002 and confirmation that the financial documents of the organisation for the year ended 30 June 2003 were presented to the Committee of Management in accordance with the Act.

The above documentation has been placed with the documents previously lodged.

The financial documents for the years ended 30 June 2002 and 30 June 2003 have now been filed.

Please note that the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to: RIATeam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by e-mail larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell
Statutory Services Branch

1 April 2004



**Australian Road Transport Industrial
Organisation**

The Industrial Registrar
Australian Industrial Registry
Level 35, Nauru House
80 Collins St
MELBOURNE VIC 3000

25 March 2004

Att: Larry Powell

By Fax: 96546672

Dear Larry

RE: Financial Statements for years ended 30 June 2002 & 2003

I refer to your letter of 27 February 2003 concerning filing of ARTIO accounts over the last 2 years.

I can assure you that the accounts were presented to the Committee of Management meeting in accordance with the legislation. In addition, I have enclosed the Auditor's Report requested in your letter of 2 April 2003. Please accept my apologies for overlooking that request.

Thank you for your assistance. Please contact the undersigned on 0415 331 031 should you require any further information.

Yours Faithfully


PHILIP LOVEL
Acting Secretary/Treasurer

Anderson & Associates

Certified Practising Accountants

AUDITORS REPORT

TO THE MEMBERS:

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

Scope

We have audited the accompanying accounts being the Committee of Management Certificate, Accounting Officers Certificate, Profit & Loss Account, Balance Sheet and notes to and forming part of the accounts, of Australian Road Transport Industrial Organisation for the year ended 30th June, 2002. The organisation's officers are responsible for the preparation and presentation of the accounts and the information they contain. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the organisation.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Accounting Standards, statutory requirements and mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the financial position and the results of its operation.

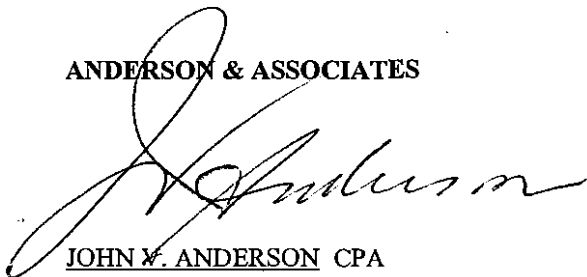
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion:

- (i) the organisation maintained satisfactory accounting records detailing the sources and nature of income (including income from members) and the nature and purpose of expenditure;
- (ii) in accordance with Section 276(2) of the Workplace Relations Act 1996 we were provided with access to all necessary records and documents and received satisfactory explanations from the organisation's officers and employees where necessary; and
- (iii) the accompanying accounts, which have been prepared from the accounting records and in accordance with Section 273 of the Workplace Relations Act 1996, as amended and applicable Accounting Standards, are properly drawn up so as to give a true and fair view of :-
 - the financial affairs of the organisation as at 30th June, 2002, and
 - the income, expenditure and financial result of the organisation for the year ended on that date.

ANDERSON & ASSOCIATES



JOHN W. ANDERSON CPA

Registered Company Auditor

Signed at Ringwood - 29th November, 2002

Suite 102
17 Heatherdale Road
Ringwood Vic 3134

Phone: +61 3 9872 5544
Fax: +61 3 9872 5588
frontdesk@anderson-assoc.com.au

All correspondence to: PO Box 438 Ringwood Vic 3134

Challenging the Future Together



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
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Mr. P. Lovel
Secretary/Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
SOUTH MELBOURNE VIC 3205

Dear Mr. Lovel,

**Re: Financial Statements for year ended 30 June 2003
FR 2003/405**

Receipt is acknowledged of the financial documents of the Australian Road Transport Industrial Organization for the year ended 30 June 2003, lodged in the Industrial Registry on 11 February 2004.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996, requires your further attention, your written response to this matter is requested by Monday, 15 March 2004.

1. Timescale Provisions

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements; these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Subsection 279(6) provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. Subsection 279(6) also provides that once the report, certificates and accounts have been supplied to members they are to be presented to either a meeting of members or a meeting of the committee of management.

Given that the auditor's report is dated 22 January 2004 and the committee of management certificate and accounting officer's certificate are both dated 5 December 2003 it would appear that the Committee of Management meeting held on 5 December 2003 was not sufficient for the purposes of section 279(6). The meeting may have been sufficient for the purposes of regulation 109(2)(a).

Would you please confirm that the documents have been presented to a meeting in accordance with subsection 279(6).

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

2. Timescale provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

Outstanding information

Reference is made to our letter of 2 April 2003 requesting further information concerning the organisation's financial documents for the year ended 30 June 2002 which were lodged in this office on 28 March 2003.

As a response does not appear to have been received, it is requested that the information required be forwarded to this office as soon as practicable, please.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

27 February 2004



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. P. Lovel
Secretary/Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
SOUTH MELBOURNE VIC 3205

Dear Mr. Lovel,

**Re: Financial Statements for year ended 30 June 2002
FR 2002/424**

Receipt is acknowledged of the financial documents of the Australian Road Transport Industrial Organization for the year ended 30 June 2002, lodged in the Industrial Registry on 28 March 2003.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996, requires your further attention, your written response to this matter is requested by Monday, 14 April 2003.

1. Auditor's Report

I note that the Auditor's report for the abovenamed financial documents has not been lodged.

Would you please arrange lodgement of such.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

2. Committee of Management Certificate

Paragraph (iv) was not completed correctly.

In that part the committee of management was required to certify whether or not the branch had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period, that is the year ended 30 June 2001.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

3. Dating of Certificates

It is noted that the accounting officer's and committee of management certificates are undated .

All certificates should be dated as a matter of course.

4. Timescale provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

I have noted that the financial documents were presented to a meeting of the Committee of Management on 6 December 2002, more than 3 months ago.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

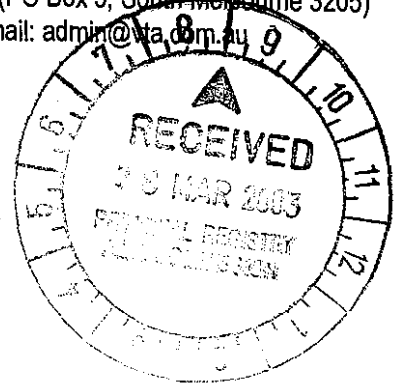


Larry Powell
Statutory Services Branch

2 April 2003



Australian Road Transport Industrial Organisation (Victoria Branch)
Wirraway Drive, Fishermans Bend 3207 (PO Box 5, South Melbourne 3205)
Ph: 03 9646 8590 Fax: 03 9646 8596 Email: admin@vta.com.au
Internet: www.vta.com.au



24th March 2003

Industrial Registrar,
Level 35, Nauru House,
80 Collins St.,
Melbourne Vic 3000

Attention: Mr. Clency Lapierre

**Re: AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANIZATION –
OUTSTANDING FINANCIAL RETURNS**

Please find attached the financial statements, with necessary certificates attached, for:

- Federal ARTIO for the financial year ending 30th June 2002
- Victorian Branch of ARTIO for the financial year ending 30th June 2003

Please feel free to contact Mr. Paul Ryan on 0415 331 031 should you wish to discuss any matter raised herein.

Yours faithfully,

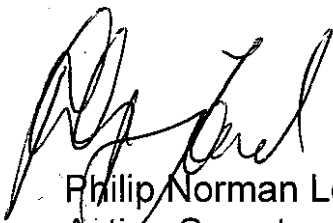
Philip Lovel,
Secretary/Treasurer

Australian Road Transport Industrial Organisation



Re: SECRETARY/TREASURER'S CERTIFICATE

I hereby confirm that the accounts for the Australian Road Transport Industrial Organization for the years ended 30th June 2002 were true copies of the audited accounts and were presented to the Committee of Management meeting of 6th December 2002 after having been distributed free of charge to all members by post on 18th November.



Philip Norman Lovel
Acting Secretary/Treasurer

24/3/03

Date:

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

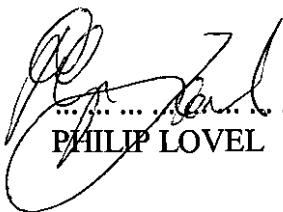
COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Philip Lovel and Peter Garske, being two members of the Committee of Management of the Australian Road Transport Industrial Organisation, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:-

- (i) in the opinion of the Committee of Management, the accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June, 2002.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30th June, 2002 in accordance with the rules of the organisation.
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(2) of the Workplace Relations Act, 1996 or copies of those records or documents or copies of the rules of the organisation have not been furnished, or made available, to member in accordance with the requirements of the Workplace Relations Act 1996 the Regulations thereto, or the rules of the organisation;

and

- (iv) the organisation has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30th June, 2002 and the auditors report thereon.


.....
PHILIP LOVEL


.....
PETER GARSKE

Date:

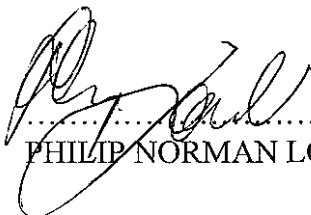
AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

ACCOUNTING OFFICER'S CERTIFICATE

I, PHILIP NORMAN LOVEL, being the Officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation, certify that as at 30th June, 2002, the number of members of the organisation was 5.

In my opinion,

- (i) the accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June, 2002.
- (ii) a record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by the compulsory levies or voluntary contributions from members, of funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits were paid to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.


.....
PHILIP NORMAN LOVEL

Date:

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 2002**

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 2002**

	NOTE	2002 \$	2001 \$
INCOME			
Branch Fees		13,200	10,000
Consultants Fees		<u>9,000</u>	<u>-</u>
		22,200	10,000
EXPENSES			
Accountancy		1,080	1,200
Bank Charges		173	179
Consultants Fees		21,100	13,270
Depreciation		1,042	1,956
General Expenses		1,500	1,110
Library Expenses		-	224
Licences & Registrations		-	35
Office Expenses		1,200	1,200
Subscriptions		-	280
Telephone		372	493
Travelling Expenses		<u>-</u>	<u>119</u>
TOTAL EXPENSES		<u>26,467</u>	<u>20,066</u>
Operating Surplus before Abnormal Items		(4,267)	(10,066)
Abnormal Items		<u>(5,540)</u>	<u>28,264</u>
Operating Surplus after Abnormal Items		(9,807)	18,198
Accumulated Surpluses at beginning of year		<u>22,709</u>	<u>4,511</u>
ACCUMULATED SURPLUSES AT END OF FINANCIAL YEAR		<u><u>12,902</u></u>	<u><u>22,709</u></u>

The accompanying notes form part of these financials accounts.

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

**BALANCE SHEET
AS AT 30TH JUNE, 2002**

	NOTE	2002 \$	2001 \$
CURRENT ASSETS			
Cash			
Cash At Bank		13,855	9,793
Cash Management Account		192	222
		<u>14,048</u>	<u>10,015</u>
Receivables			
Trade Debtors		-	9,940
Amount Receivable		692	734
		<u>692</u>	<u>10,674</u>
TOTAL CURRENT ASSETS		<u>14,739</u>	<u>20,689</u>
NON CURRENT ASSETS			
Property, Plant and Equipment			
Office Furniture and Equipment - at cost		17,028	17,028
Less Provision for Depreciation		<u>(15,390)</u>	<u>(14,348)</u>
TOTAL NON CURRENT ASSETS		<u>1,638</u>	<u>2,680</u>
TOTAL ASSETS		<u>16,377</u>	<u>23,369</u>
CURRENT LIABILITIES			
Creditors and Borrowings			
Other Creditors		3,344	660
GST on Supplies		131	-
TOTAL LIABILITIES		<u>3,475</u>	<u>660</u>
NET ASSETS		<u>12,902</u>	<u>22,709</u>
MEMBERS FUNDS			
Accumulated Profit		<u>12,902</u>	<u>22,709</u>

The accompanying notes form part of these financial accounts.

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS AS AT 30TH JUNE, 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable Australian Accounting Standards and the historical cost convention on the basis that the Organisation is a non reporting entity.

The financial statements are not purported to be general purpose financial reports and have been prepared exclusively for the use of the Organisation and its Committee of Management. The applicable Accounting Standards adopted are detailed in the notes to and forming part of the accounts.

The accounting policies adopted are consistent with those of the previous year unless otherwise stated.

Depreciation

Depreciation is provided on both a straight line and diminishing value basis on all tangible fixed assets at rates calculated to allocate their cost less estimated residual value against revenue over their estimated useful lives.

Income Tax Expense

The organisation is registered as an "Industrial Organisation" and has an exemption from income tax under Section 23(f) of the Income Tax Assessment Act.

Employee Benefits

Charges have been made against profits for amounts expected to be paid to employees for accrued annual leave and long service leave. Amounts accrued which represent vested entitlements are shown as current liabilities.

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS AS AT 30TH JUNE, 2002

2. INFORMATION PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Industrial Relations Act 1988, as amended, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274 which reads as follows:-

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



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/424-[278V]

Mr. P. Lovel
Secretary/Treasurer
Australian Road Transport Industrial Organization
PO Box 5
South Melbourne VIC 3205

Dear Mr. P. Lovel

**Re: Australian Road Transport Industrial Organization
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002