



7 April 2014

Mr Robin Phillips,
Secretary/Treasurer, Tasmanian Branch
Australian Road Transport Industrial Organization

Sent by email: ed@tta.org.au

Dear Mr Phillips,

Australian Road Transport Industrial Organisation, Tasmanian Branch - Financial Report for year ended 30 June 2013 - (FR2013/226)

I refer to the financial report of the Australian Road Transport Industrial Organisation, Tasmanian Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 18 November 2013. An amended Designated Officer's Certificate and Operating Report were lodged today. The reports have now been filed.

The financial reports were 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 reports for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comment to assist you when you next prepare a financial report. You are not required to take any further action in respect of the reports lodged for 2013. The Fair Work Commission will confirm this matter has been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

If you have any queries regarding this letter, I may be contacted on [REDACTED] or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

DESIGNATED OFFICER'S STATEMENT

Australian Road Transport Industrial Organisation - Tasmanian Branch
30 June 2013

S268 of the Fair Work (Registered Organisations) Act 2009

I, Robin H Phillips, being the officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation-Tas Branch, certify:

- (i) that the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2009, and
- (ii) that the full report was provided to members on 14 October 2013, and
- (iii) that the full report was presented to a general meeting of members of the organisation on 10 November 2013 in accordance with s266 (1) of the Fair Work (Registered Organisations) Act 2009

Name: Robin H Phillips

Title of office held Secretary/Treasurer

Signature:



Date: 27 April 2014

OPERATING REPORT

Australian Road Transport Industrial Organisation - Tasmanian Branch

For the year ended 30 June 2013

Review of Principal Activities, Results and any changes in Nature of activities

The principal activities of the organisation during the reporting period were to provide industrial and organising services to the members consistent with the objects of the organisation and particularly the object of protecting and improving the interests of the members.

The organisation's principal activities resulted in maintaining the industry standards and protecting its members' businesses, particularly those involved with enterprise bargaining and industrial and workplace matters.

There were no significant changes in the nature of the principal activities.

Resignation from Membership

A member has the right to resign from the Branch under s174 of the Fair Work (Registered Organisations) Act 2009, in accordance with rule 15 of the rules of the Branch, which reads:

15 - WITHDRAWAL FROM MEMBERSHIP

- (1) A member of the Branch may resign from membership by written notice addressed and delivered to the Secretary/Treasurer. A notice shall be taken to have been received by the organization when it is so delivered.
- (2) A notice of resignation from membership of the Branch takes effect:
 - (a) where the member ceases to be eligible to become a member of the Branch
 - (i) on the day on which the notice is received by the Branch; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (b) in any other case
 - (i) at the end of two (2) weeks after the notice is received by the Branch; or
 - (ii) on the day specified in the notice; whichever is later.
- (3) A notice of resignation that has been received by the Branch is not invalid because it was not addressed and delivered in accordance with Rule 15 (1).
- (4) A resignation from membership of the Branch is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Branch that the resignation has been accepted.

Number of Members

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the organisation was 29.

Number of Employees

The number of persons who, at the end of the reporting period were employees of the organisation was nil.

Changes in Financial Affairs

There were no significant changes in the financial state of affairs during the reporting period.

Superannuation Trustee

No officer held a position as a trustee or a director of a company that is a trustee of a superannuation entity during the reporting period, except for Robin H Phillips. The criterion for being a trustee was not that the officer is an officer of the reporting unit.

OPERATING REPORT

Australian Road Transport Industrial Organisation -Tasmanian Branch

For the year ended 30 June 2013

The name of the company or board, the principal activities of the organisation, and position held is noted in respect of each current committee member. No officer holds their positions because they are an officer of the reporting unit or were nominated for the position by the reporting unit or by a peak council.

Director	Position Held	Name of Company or Entity	Principal Activities.
J DeBruyn	Director	DeBruyn Holdings	Transport Services
	Director	Tasmanian Transport Association	Members Association
	Director	DeBruyn Logistics Pty Ltd.	Transport Services.
J Miller	Director	SRT Logistics Pty Ltd	Refrigerated Transport Services.
	Director	Tasmanian Transport association	Member Association
	Director	Driver Safety Services	Driver Training Services.
M Thorpe	Director	Mora Investments	Trust
	Director	Trans Kinetic	
	Director	Tasmanian Transport Association	Members Association
P Molineux	Director	Australian Convenience & Petroleum Assoc.	Member Association
	Director	MG Mining	Non Trading entity.
A Murray	Director	Transend Networks Pty Ltd	Electricity Provider.
	Director.	NTL Holdings	Investment Property Company
R Phillips	Trustee	TWU Super Fund	Superannuation Fund
	Director	Tasmanian Transport Association	Members Association

OPERATING REPORT

Australian Road Transport Industrial Organisation - Tasmanian Branch
For the year ended 30 June 2013

Members of Committee of Management

The persons who held office as members of the Committee of Management of the Organisation during the reporting period are:

J DeBruyn
R C King (resigned 30 June 2013)
J C Miller
A Murray
F Guerra (Resigned 30 June 2013)
T McGroom (Resigned 30 June 2013)
H Halton (Resigned 26 October 2012)
M Thorpe (appointed 30 June 2013)
R Wils (Resigned 30 June 2013)
P Molineux
R Phillips

The above persons held office for the full year unless otherwise indicated.

For Committee of Management:

Name: Robin H Phillips

Title of office held: Secretary / Treasurer

Signature:



Date:

 April, 2014

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
TASMANIAN BRANCH**

FINANCIAL REPORT

30 JUNE 2013

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OPERATING REPORT

Australian Road Transport Industrial Organisation - Tasmanian Branch

For the year ended 30 June 2013

Principal Activities

The principal activities of the organisation during the reporting period were to provide industrial and organising services to the members consistent with the objects of the organisation and particularly the object of protecting and improving the interests of the members.

The organisation's principal activities resulted in maintaining the industry standards and protecting the members' businesses, particularly those involved with enterprise bargaining and industrial and workplace matters.

Resignation from Membership

A member has the right to resign from the Organisation under s174 of the Fair Work (Registered Organisations) Act 2009, which reads:

- 1 A member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation
- 2 A notice of resignation from membership of the organisation takes effect:
 - (i) where the member ceases to be eligible to become a member of the organisation:
 - (a) on the day on which the notice is received by the organisation; or
 - (b) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to be a memberwhichever is the later; or
 - (ii) in any other case:
 - (a) at the end of two weeks, or such shorter period as specified in the rules of the organisation, after the notice is received by the organisation; or
 - (b) on the day specified in the notice;whichever is later
- 3 Any dues payable but not paid by a former member of the organisation, in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the organisation in a court of competent jurisdiction, as a debt due to the organisation.
- 4 A notice delivered to the person mentioned in subsection (1) is taken to have been received by the organisation when delivered.
- 5 A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered in accordance with subsection (1)
- 6 A resignation from membership of the organisation is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Number of Members

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the organisation was 39.

Number of Employees

The number of persons who, at the end of the reporting period, were employees of the organisation was nil.

Changes in Financial Affairs

There were no significant changes in the financial state of affairs during the reporting period.

Superannuation Trustee

No officer held a position as a trustee or a director of a company that is a trustee of a superannuation entity during the reporting period, except for Robin H Phillips. The criterion for being a trustee was not that the officer is an officer of the reporting unit.

OPERATING REPORT

Australian Road Transport Industrial Organisation - Tasmanian Branch

For the year ended 30 June 2013

The name of the company or board, the principal activities of the organisation, and position held is noted in respect of each current committee member. No officer holds their positions because they are an officer of the reporting unit or were nominated for the position by the reporting unit or by a peak council.

Director	Position Held	Name of Company or Entity	Principal Activities.
J DeBruyn	Director	DeBruyn Holdings	Transport Services
	Director	Tasmanian Transport Association	Members Association
	Director	DeBruyn Logistics Pty Ltd.	Transport Services.
J Miller	Director	SRT Logistics Pty Ltd	Refrigerated Transport Services.
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M Thorpe	Director	Mora Investments	Trust
	Director	Trans Kinetic	
	Director	Tasmanian Transport Association	Members Association
P Molineux	Director	Australian Convenience & Petroleum Assoc.	Member Association
	Director	MG Mining	Non Trading entity.
A Murray	Director	Transend Networks Pty Ltd	Electricity Provider.
	Director.	NTL Holdings	Investment Property Company
R Phillips	Trustee	TWU Super Fund	Superannuation Fund
	Director	Tasmanian Transport Association	Members Association

OPERATING REPORT

Australian Road Transport Industrial Organisation - Tasmanian Branch

For the year ended 30 June 2013

Members of Committee of Management

The persons who held office as members of the Committee of Management of the Organisation during the reporting period are:

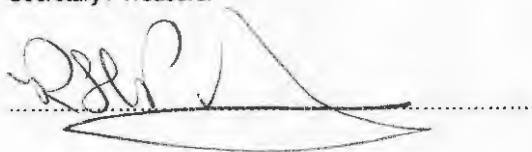
J DeBruyn
R C King (resigned 30 June 2013)
J C Miller
A Murray
F Guerra (Resigned 30 June 2013)
T McGroom (Resigned 30 June 2013)
H Halton (Resigned 26 October 2012)
M Thorpe (appointed 30 June 2013)
R Wills (Resigned 30 June 2013)
P Molineux
R Phillips

For Committee of Management:

Name: Robin H Phillips

Title of office held: Secretary / Treasurer

Signature:

A handwritten signature in black ink, appearing to read 'RHP', is written over a horizontal dotted line. Below the signature is a large, stylized flourish or underline.

Date: 14 October, 2013

STATEMENT OF COMPREHENSIVE INCOME

Australian Road Transport Industrial Organisation - Tasmanian Branch	2013	2012
<i>For the year ended 30 June 2013</i>	<i>Notes</i>	
	\$	\$
Revenue		
Subscriptions	<u>8,685</u>	<u>7,200</u>
Total Revenue	<u>8,685</u>	<u>7,200</u>
Expenses		
Bank fees	124	126
Subscriptions	<u>7,587</u>	<u>7,282</u>
Total Expenses	<u>7,711</u>	<u>7,408</u>
Income tax expense	<u>-</u>	<u>-</u>
Net profit/(loss)	<u>974</u>	<u>(208)</u>

The above statement should be read in conjunction with the accompanying notes.

Statement of Financial Position

Australian Road Transport Industrial Organisation - Tasmanian Branch	2013	2012
<i>As at 30 June 2013</i>	<i>Notes</i>	
	\$	\$
CURRENT ASSETS		
Cash at bank	2,166	1,192
GST receivable	-	-
Total Current Assets	2,166	1,192
NON CURRENT ASSETS		
Property, plant and equipment	23,610	23,610
Less: Accumulated depreciation	(23,610)	(23,610)
Total Non Current Assets	-	-
TOTAL ASSETS	2,166	1,192
CURRENT LIABILITIES		
Creditors	-	-
Total Current Liabilities	-	-
TOTAL LIABILITIES	-	-
NET ASSETS	2,166	1,192
EQUITY		
Accumulated surplus/(deficit)	1,192	1,400
Net income/(loss) for the period	974	(208)
TOTAL EQUITY	2,166	1,192

The above balance sheet should be read in conjunction with the accompanying notes.

STATEMENT OF CHANGES IN EQUITY

Australian Road Transport Industrial Organisation - Tasmanian Branch
For the year ended 30 June 2013

	Retained Earnings \$	Total \$
2013		
Balance at 1 July 2012	1,192	1,192
Net income/(loss) for the year	<u>974</u>	<u>974</u>
Balance at 30 June 2013	<u>2,166</u>	<u>2,166</u>
2012		
Balance at 1 July 2011	1,400	1,400
Net income/(loss) for the year	<u>(208)</u>	<u>(208)</u>
Balance at 30 June 2012	<u>1,192</u>	<u>1,192</u>

STATEMENT OF CASH FLOWS

Australian Road Transport Industrial Organisation - Tasmanian Branch <i>For the year ended 30 June 2013</i>	2013 \$	2012 \$
<i>Notes</i>		
Cash Flows from Operating Activities		
Receipts from members	8,685	7,200
Payments to suppliers	<u>(7,711)</u>	<u>(7,408)</u>
Net Cash Flows from Operating Activities	<u>974</u>	<u>(208)</u>
Cash Flows from Investing Activities		
Net Cash Flows from Investing Activities	<u>-</u>	<u>-</u>
Cash Flows from Financing Activities		
Net Cash Flows from Financing Activities	<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash	974	(208)
Cash at beginning of the financial year	<u>1,192</u>	<u>1,400</u>
Cash at the end of the financial year	<u><u>2,166</u></u>	<u><u>1,192</u></u>
Reconciliation of cash		
NAB cheque account	<u><u>2,166</u></u>	<u><u>1,192</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS

Australian Road Transport Industrial Organisation - Tasmanian Branch

30 June 2013

1 Accounting Policies

The financial statements cover Australian Road Transport Industrial Organisation - Tasmanian Branch as an individual entity. Australian Road Transport Industrial Organisation - Tasmanian Branch is unincorporated body, domiciled in Australia and registered with the Fair Work Commission.

The financial statements were authorised for issue on 14 October 2013 by the committee.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations of the Australian Accounting Standards Board (AASB) and the Fair Work (Registered Organisations) Act 2009. The organisation is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards as issued by the IASB. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements except for cash flow information have been prepared on an accruals basis, and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

(a) Income Tax

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under section 50-15 of the Australian Income Tax Assessment Act 1997, as amended.

(b) Revenue

Revenue from the provision of services is recognised upon delivery of the service to the customer. Revenue from member contributions is recognised proportional to the organisation's subscription year, while contributions from associated organisations is recognised on receipt of the funds. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Revenue of the organisation includes subscriptions, no other revenue activities as described within Section 15 of the Reporting guidelines for the purpose of section 253 of the Fair Work (Registered Organisations) Act 2009 occurred during the reporting period.

(c) Cash and cash equivalents

For the purposes of the statement of cash flows, cash includes cash on hand, at banks and on deposit.

(d) Expense

Expenses of the organisation include subscriptions and bank charges, no other expenses as described within paragraph 17 of the Reporting guidelines for the purpose of section 253 of the Fair Work (Registered Organisations) Act 2009 were incurred during the reporting period.

(e) Statement of financial position

Items as described within paragraph 19, 21 and 32 of the Reporting guidelines for the purpose of section 253 of the Fair Work (Registered Organisations) Act 2009 have not occurred for the reporting period.

(f) Statement of changes in equity

Activities as described within paragraph 23 of the Reporting guidelines for the purpose of section 253 of the Fair Work (Registered Organisations) Act 2009 have not occurred in the reporting period except as disclosed on the face of the statement of financial position or statement of changes in equity.

(g) Statement of cash flows

Activities as described in paragraph 25 of the Reporting guidelines for the purpose of section 253 of the Fair Work (Registered Organisations) Act 2009 have not occurred in the reporting period.

2 Information to be provided to Members or General Manager

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

NOTES TO THE FINANCIAL STATEMENTS

Australian Road Transport Industrial Organisation - Tasmanian Branch 30 June 2013	2013 \$	2012 \$
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3 Additional Reporting Requirements

The financial affairs of Australian Road Transport Industrial Organisation - Tasmanian Branch are administered by the members of the management committee for no consideration.

COMMITTEE OF MANAGEMENT STATEMENT

Australian Road Transport Industrial Organisation - Tasmanian Branch

For the year ended 30 June 2013

On 14 October 2013 the Committee of Management of Australian Road Transport Industrial Organisation - Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the organisation for the year ended 30 June 2013:

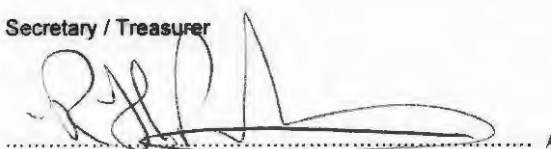
- (a) the financial statements and notes comply with Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial statements and notes show a true and fair view of the financial performance, 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 the branch concerned; and
 - (ii) the financial affairs of the organisation have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
 - (iii) the financial records of the organisation have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
 - (iv) where information has been sought in any request of a member of the organisation or the General Manager of Fair Work Australia duly made under s272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager of Fair Work Australia; and
 - (v) No orders have been made by the Commission under the Fair Work (Registered Organisations) Act 2009.

For Committee of Management:

Name: Robin H Phillips

Title of office held: Secretary / Treasurer

Signature:



Date: 14 October 2013

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION – TASMANIAN BRANCH

**Crowe Horwath
Tasmania**
ABN 55 418 676 841
Member Crowe Horwath International
62 Paterson Street
Launceston TAS 7250 Australia
PO Box 1000
Launceston TAS 7250 Australia
Tel 03 6323 1222
Fax 03 6323 1231
www.crowehorwath.com.au

Report on the Financial Report

We have audited the accompanying financial report of Australian Road Transport Industrial Organisation – Tasmanian Branch, which comprises the balance sheet as at 30 June 2013, the income statement, statement of changes in equity, statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the committee of management's statement.

Committee of Management's Responsibility for the Financial Report

The Committee of Management of the organisation are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

This responsibility includes establishing and maintaining internal control relevant to the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the 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 entity's preparation of the financial report that gives a true and fair view 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 Committee of Management, 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.

Independence

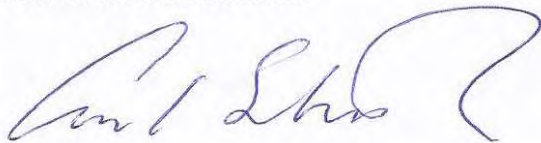
In conducting our audit, we have complied with the independence requirements of the Fair Work (Registered Organisations) Act 2009 and other applicable professional ethical requirements.

Auditor's Opinion

- In our opinion, the financial report of Australian Road Transport Industrial Organisation – Tasmanian Branch present fairly in accordance with applicable Australian Accounting Standards and the requirements of the Fair Work (Registered Organisations) Act 2009.



Crowe Horwath Tasmania



Carol Scholes-Robertson, CA
Partner

Launceston

14 October 2013

DESIGNATED OFFICER'S STATEMENT

Australian Road Transport Industrial Organisation - Tasmanian Branch
30 June 2013

S268 of the Fair Work (Registered Organisations) Act 2009

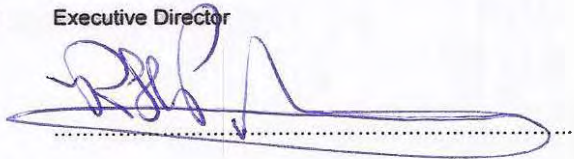
I, Robin H Phillips, being the officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation - Tas Branch, certify:

- (i) that the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- (ii) that the full report was provided to members on ¹⁴14 October 2013; and
- (iii) that the full report was presented to a general meeting of members of the organisation on 10 November, in accordance with s266 (1) of the Fair Work (Registered Organisations) Act 2009

Name: Robin H Phillips

Title of office held: Executive Director

Signature:



Date:

18/11/13



15 July 2013

Mr Robin Phillips
Secretary/Treasurer
Australian Road Transport Industrial Organization-Tasmanian Branch

Sent by email: ed@tta.org.au

Dear Mr Phillips,

Re: Lodgement of Financial Report - [FR2013/226]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Tasmanian Branch of the Australian Road Transport Industrial Organization (the reporting unit) ended on 30 June 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 January 2014 (that is the period within 6 months and 14 days of 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 regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

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 \$33,000 for a body corporate and \$6,600 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.		
(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.	/ /	As soon as practicable after end of financial year
(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).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <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. 	/ /	(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, or (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.
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.