



29 January 2020

Michelle Harwood
Secretary/Treasurer
Australian Road Transport Industrial Organization - Tasmanian Branch

Sent via email: ed@tta.org.au
CC: benc@synecticgroup.com.au

Dear Michelle Harwood,

**Australian Road Transport Industrial Organization - Tasmanian Branch
Financial Report for the year ended 30 June 2019 – (FR2019/165)**

I acknowledge receipt of the financial report for the year ended 30 June 2019 for the Australian Road Transport Industrial Organization - Tasmanian Branch (**the reporting unit**). The documents were lodged with the Registered Organisations Commission (**the ROC**) on 9 December 2019.

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 (**RGs**) have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2020 may be subject to an advanced compliance review.

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

General purpose financial report

Statement of changes in equity

Australian Accounting Standard *AASB 101 Presentation of Financial Statements* paragraph 38 requires an entity to present comparative information in respect of the preceding period for all amounts reported in the current period's financial statement. The statement of changes in equity in the lodged financial report does not disclose comparative information.

Please ensure in future years, statements of changes in equity are prepared in accordance with AASB 101.

Officer's declaration statement – to include all nil activity disclosures not elsewhere disclosed

Item 21 of the RGs states that if any of the activities identified within items 10-20 of the RGs have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, the notes or in the officer's declaration statement. I note that the officer's declaration statement includes the following nil activity disclosures for which there was already an equivalent form of disclosure in the body of the notes and the financial statements:

- Agree to receive financial support from another reporting unit to continue as a going concern (Note 4 and officer's declaration statement);
- Agree to provide financial support to another reporting unit to ensure they continue as a going concern (Note 4 and officer's declaration statement);
- Acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission (Note 4 and officer's declaration statement);
- Receive capitation fees from another reporting unit (Note 4 and officer's declaration statement);
- Receive any other revenue from another reporting unit (Note 4 and officer's declaration statement);
- Receive revenue via compulsory levies (Note 4 and officer's declaration statement);
- Receive donations or grants (Note 4 and officer's declaration statement);
- Incur fees as consideration for employers making payroll deductions of membership subscriptions (Note 4 and officer's declaration statement);
- Pay compulsory levies (Note 4 and officer's declaration statement);
- Pay a grant or donation (Note 4 and officer's declaration statement);
- Pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit (Note 4 and officer's declaration statement);
- Incur expenses due to holding a meeting as required under the rules of the organisation (Note 4 and officer's declaration statement);
- Pay legal costs relating to litigation or other legal matters (Note 4 and officer's declaration statement);
- Pay a penalty imposed under the RO Act or the Fair Work Act 2009 (Note 4 and officer's declaration statement);
- Have a receivable or payable with another reporting unit (Note 4 and officer's declaration statement);
- Have a payable to employer as consideration for that employer making payroll deductions of membership subscriptions (Note 4 and officer's declaration statement);
- Have a payable in respect of legal costs relating to litigation or other legal matter (Note 4 and officer's declaration statement); and
- Receive cash flows from another reporting units and/or controlled entity (statement of cash flows and officer's declaration statement).

Please note that nil activities only need to be disclosed once.

Inconsistency in disclosure of financial information

Note 5 *Administration of financial affairs by a third party* discloses information relating to the reporting unit's bookkeeping and other aspects of financial administration being undertaken by the

Tasmanian Transport Association Ltd. The officer's declaration statement, however includes a nil disclosure of having another entity administer the financial affairs of the reporting unit.

The statement of comprehensive income discloses capitation fees expense to the Australian Road Transport Industrial Organization National Office of \$11,000 for the 2019 financial year (2018: \$7,700). The statement of cash flows and the officer's declaration statement, however disclose a nil disclosure of providing cash flows to another reporting unit and/or controlled entity.

In future years, please ensure that items within the financial report are disclosed consistently.

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 RGs and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 RGs and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0764 or via email at kylie.ngo@roc.gov.au.

Yours sincerely



Kylie Ngo
Registered Organisations Commission



Australian Road Transport
Industrial Organisation
ABN: 63 734 697 902

AUSTRALIAN ROAD TRANSPORT
INDUSTRIAL ORGANISATION

Respect, Respond and Represent

Australian Road Transport Industrial Organization (Tasmanian Branch)

Financial Statements

For the Year Ended 30 June 2019

Australian Road Transport Industrial Organization (Tasmanian Branch)

ABN: 67 940 065 287
PO Box 2069, SPREYTON TAS 7310

Australian Road Transport Industrial Organization (Tasmanian Branch)

Financial Statements

For the Year Ended 30 June 2019

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Australian Road Transport Industrial Organization (Tasmanian Branch)

ABN: 67 940 065 287

Address: PO Box 2069, , SPREYTON TAS 7310

Independent Auditor's Report

To the Members of Australian Road Transport Industrial Organization
(Tasmanian Branch)

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Australian Road Transport Industrial Organization (Tasmanian Branch) (the Reporting Unit), which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, the Committee of Management Statement, the subsection 255(2A) report and the Officer Declaration Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Australian Road Transport Industrial Organization (Tasmanian Branch) as at 30 June 2019, and its financial performance and its cash flows for the year ended on that date in accordance with:

- (a) the Australian Accounting Standards; and
- (b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Synectic Audit & Assurance Pty Ltd

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Liability limited by a scheme approved under Professional Standards Legislation.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during our audit.

I declare that I am an auditor registered under the RO Act.



Synectic
Synectic Audit & Assurance Pty Ltd



Benjamin O'Connell
Director

Launceston
Date: 25 October 2019

Registration number (as registered by the RO Commissioner under the RO Act) AA2018/5

Australian Road Transport Industrial Organization (Tasmanian Branch)


Certificate by Prescribed Designated Officer

s.268 Fair Work (Registered Organisations) Act 2009

Certificate for the period ended 30 June 2019

I, Michelle Harwood, being the Secretary/Treasurer of the Australian Road Transport Industrial Organization (Tasmanian Branch) certify:

- that the documents lodged herewith are copies of the full report for the Australian Road Transport Industrial Organization (Tasmanian Branch) for the period ended 30 June 2019 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 28 October 2019; and
- that the full report was presented to a meeting of the committee of management of the Reporting Unit on 26 November 2019 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer: 

Name of prescribed designated officer: Michelle Harwood

Title of prescribed designated officer: Secretary/Treasurer

Dated: 28/11/2019

Australian Road Transport Industrial Organization (Tasmanian Branch)
For the Year Ended 30 June 2019

Report Required Under Subsection 255 (2A)

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2019.

	2019	2018
	\$	\$
Categories of expenditures		
Remuneration and other employment related costs	-	-
Advertising	-	-
Operating costs	11,120	8,260
Donations to political parties	-	-
Legal costs	-	-

Australian Road Transport Industrial Organization (Tasmanian Branch)

Operating report

for the period ended 30 June 2019

The Committee of Management presents its operating report on the Reporting Unit for the year ended 30 June 2019.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year.

The principal activities of the Reporting Unit during the financial year were to provide industrial and organising services to the members consistent with the objects of the Reporting Unit and particularly the object of protecting and improving the interest of the members.

The Reporting Unit'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.

No significant change in the nature of these activities occurred during the year.

Significant changes in financial affairs

No significant changes in the Reporting Unit's financial state of affairs occurred during the financial year.

Right of members to resign

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 of the Branch of which he is a member. A notice shall be taken to have been received by the Branch 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*

Australian Road Transport Industrial Organization (Tasmanian Branch)

Operating report

for the period ended 30 June 2019

Right of members to resign (continued)

- (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 affected 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.*

Officers & employees who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee

The following officers of the organisation held reserved position in the following entities:

Michelle Harwood is a director of TWU Superannuation Nominees Pty Ltd, a trustee company that is the trustee of the TWUSUPER.

Except as noted above, 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.

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 organisation has no employees.

Names of Committee of Management members and period positions held during the financial year

The names of committee members throughout the year and at the date of this report are:

A Murray - President
J DeBruyn
J Miller
P Molineux
M Harwood - Secretary/Treasurer*

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

Signature of designated officer:

.....

Name and title of designated officer:: M Harwood - Secretary/Treasurer*

Dated: 16 August 2019

Australian Road Transport Industrial Organization (Tasmanian Branch)

Committee of Management Statement
for the period ended 30 June 2019

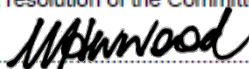
On the 3 September 2019 the Committee of Management of the Australian Road Transport Industrial Organization (Tasmanian Branch) passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2019:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
 - (vi) 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.

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

Signature of designated officer:



Name and title of designated officer: Michelle Harwood, Secretary/Treasurer

Dated: 3 September 2019

Australian Road Transport Industrial Organization (Tasmanian Branch)

Statement of Comprehensive Income

For the Year Ended 30 June 2019

	Note	2019 \$	2018 \$
Revenue			
Subscriptions		11,000	7,750
Total revenue		<u>11,000</u>	<u>7,750</u>
Expenses			
Accountancy and audit		-	440
Bank charges		120	120
Subscriptions (Capitation to ARTIO National)		11,000	7,700
Total expenses		<u>11,120</u>	<u>8,260</u>
Income tax expense		-	-
Total comprehensive income for the year		<u>(120)</u>	<u>(510)</u>

The accompanying notes form part of these financial statements.

Australian Road Transport Industrial Organization (Tasmanian Branch)

Statement of Changes in Equity

For the Year Ended 30 June 2019

Balance as at 1 July 2018	1,648	1,648
Surplus/(deficit)	<u>(120)</u>	<u>(120)</u>
Closing balance as at 30 June 2019	<u>1,528</u>	<u>1,528</u>

The accompanying notes form part of these financial statements.

Australian Road Transport Industrial Organization (Tasmanian Branch)

Statement of Financial Position

As At 30 June 2019

	Note	2019 \$	2018 \$
ASSETS			
Current Assets			
Cash and cash equivalents		1,528	1,648
Total Current Assets		<u>1,528</u>	<u>1,648</u>
Non-Current Assets			
TOTAL ASSETS		<u>1,528</u>	<u>1,648</u>
LIABILITIES			
Current Liabilities			
Non-Current Liabilities			
NET ASSETS		<u>1,528</u>	<u>1,648</u>
EQUITY			
Accumulated funds		1,528	1,648
TOTAL EQUITY		<u>1,528</u>	<u>1,648</u>

Australian Road Transport Industrial Organization (Tasmanian Branch)

Statement of Cash Flows

For the Year Ended 30 June 2019

	Note	2019 \$	2018 \$
OPERATING ACTIVITIES:			
Cash received			
Receipts from members		11,000	7,750
Cash used			
Payments to suppliers		(11,000)	(8,140)
Bank charges		(120)	(120)
Payments to employees		-	-
Cash flows from other reporting units		-	-
Cash flows to other reporting units		-	-
Net cash from (used by) operating activities		(120)	(510)
INVESTING ACTIVITIES:			
FINANCING ACTIVITIES:			
Net increase (decrease) in cash held		(120)	(510)
Cash and cash equivalents at the beginning of the reporting period		1,648	2,158
Cash and cash equivalents at the end of the reporting period		1,528	1,648

Australian Road Transport Industrial Organization (Tasmanian Branch)

Notes to the Financial Statements

For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

(a) Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the reporting unit is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

(b) Income Tax

The Reporting Unit is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997.

(c) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

(d) Property, Plant and Equipment

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the Reporting Unit commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(e) Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Reporting Unit becomes a party to the contractual provisions of the instrument. For financial assets, this is the equivalent to the date that the Reporting Unit commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to

Australian Road Transport Industrial Organization (Tasmanian Branch)

Notes to the Financial Statements

For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies (continued)

initial recognition these instruments are measured as set out below.

Classification and subsequent measurement

Financial instruments are subsequently measured at cost. The Reporting unit has no assets or liabilities which are carried at fair value.

Financial Risk Management

The only financial instrument held by the Reporting Unit is cash in its operating bank account. It is not exposed to any significant risk from financial instruments in the form of either market risk, credit risk or liquidity risk. Accordingly, no quantitative disclosures in relation to these are required in the financial report.

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks.

For the purposes of the statement of cash flows, because all transactions of the entity have been in cash, the cash flow from operations is identical to the net profit, and so reconciliation is not necessary.

(g) Employee benefits

The Reporting Unit has no employees, and therefore its financial statements reflect nil amounts for employee entitlement provisions or for employee benefits expense.

No remuneration is paid to any of the management committee.

(h) Critical accounting estimates and judgments

No significant estimates and judgements were required during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances. All transactions and balances are in cash, in relation to which there is no uncertainty.

Notes to the Financial Statements

For the Year Ended 30 June 2019

2 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Reporting Unit, the results of those operations or the state of affairs of the Reporting Unit in future financial years.

3 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commissioner:

(1) A member of a reporting unit, or the Commissioner, 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).

4 Nil Activities under Reporting Guidelines

During the reporting period, no transactions in relation to any of the following items required to be reported occurred:

- going concern financial support received from another reporting unit
- going concern financial support provided to another reporting unit
- acquired an asset or liability due to an amalgamation under Part 2 of Chapter 3, a restructure of the branches of an organisation, a determination or revocation by the Commissioner
- capitation fees received
- compulsory levies raised
- donations or grants received
- financial support received from another reporting unit
- fees incurred as consideration for employers making payroll deductions of membership subscriptions
- affiliation fees paid to each entity
- compulsory levies imposed
- grants or donations paid
- fees or allowances paid to persons to attend a conferences or other meeting as a representative of the reporting unit
- expenses incurred with holding meeting of members or any conferences or meeting of councils, committees, panels or other bodies

Australian Road Transport Industrial Organization (Tasmanian Branch)

Notes to the Financial Statements

For the Year Ended 30 June 2019

4 Nil Activites under Reporting Guidelines (continued)

- legal costs or other litigation expenses incurred
- penalties imposed under the RO Act.
- receivable or payable with another reporting unit
- payables to employers as consideration for the employers making payroll deductions of membership subscriptions
- payables in respect of legal costs and other expenses related to litigation or other legal matters.

5 Administration of financial affairs by a third party

Bookkeeping and other aspects of financial administration are undertaken by the Tasmanian Transport Association Ltd. The volume and value of work involved is insignificant, and accordingly has not been quantified for the purposes of this report.

Australian Road Transport Industrial Organization (Tasmanian Branch)

Officer Declaration Statement

I, Michelle Harwood, being the Secretary/Treasurer of the Australian Road Transport Industrial Organization (Tasmanian Branch), declare that the following activities did not occur during the reporting period ending 30 June 2019.

The reporting unit did not:

- agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not dollar amount)
- agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount)
- acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the Commissioner of the ROC
- receive capitation fees from another reporting unit
- receive any other revenue from another reporting unit
- receive revenue via compulsory levies
- receive donations or grants
- receive revenue from undertaking recovery of wages activity
- incur fees as consideration for employers making payroll deductions of membership subscriptions
- pay any other expense to another reporting unit
- pay compulsory levies
- pay a grant that was \$1,000 or less
- pay a grant that exceeded \$1,000
- pay a donation that was \$1,000 or less
- pay a donation that exceeded \$1,000
- pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- incur expenses due to holding a meeting as required under the rules of the organisation
- pay legal costs relating to litigation

Australian Road Transport Industrial Organization (Tasmanian Branch)

Officer Declaration Statement

- pay legal costs relating to other legal matters
- pay a penalty imposed under the RO Act or the Fair Work Act 2009
- have a receivable with other reporting unit(s)
- have a payable with other reporting unit(s)
- have a payable to an employer for that employer making payroll deductions of membership subscriptions
- have a payable in respect of legal costs relating to litigation
- have a payable in respect of legal costs relating to other legal matters
- have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- provide cash flows to another reporting unit and/or controlled entity
- receive cash flows from another reporting unit and/or controlled entity
- have another entity administer the financial affairs of the reporting unit
- make a payment to a former related party of the reporting unit

Signed by the officer:



Dated: 16 August 2019



2 July 2019

Michelle Harwood
Secretary/Treasurer
Australian Road Transport Industrial Organization-Tasmanian Branch
Sent via email: ed@tta.org.au

Dear Michelle Harwood,

**Re: Lodgement of Financial Report - FR2019/165
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Road Transport Industrial Organization-Tasmanian Branch (the reporting unit) ended on 30 June 2019. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

Loans Grants and Donations Statement

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with the Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2019.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Financial report

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 31 December 2019 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

Auditor's report

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

REMINDER

YOUR AUDITOR MUST BE REGISTERED (s.256)

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

Contact

Should you require any clarification in relation to the above, please email regorgs@roc.gov.au.

Yours faithfully,

Kylie Ngo
Registered Organisations Commission

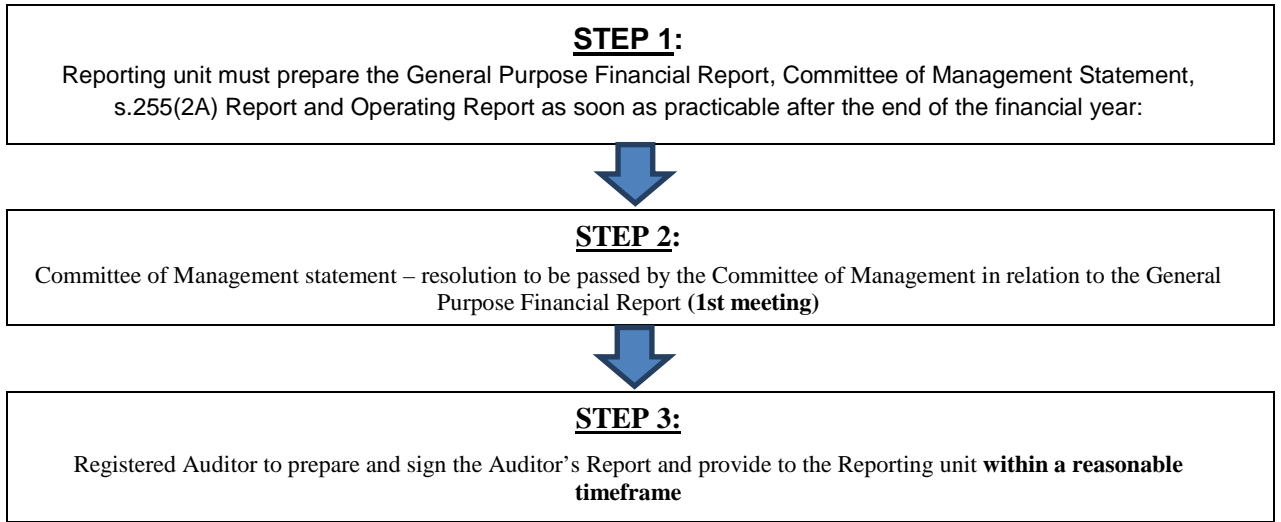


Fact sheet

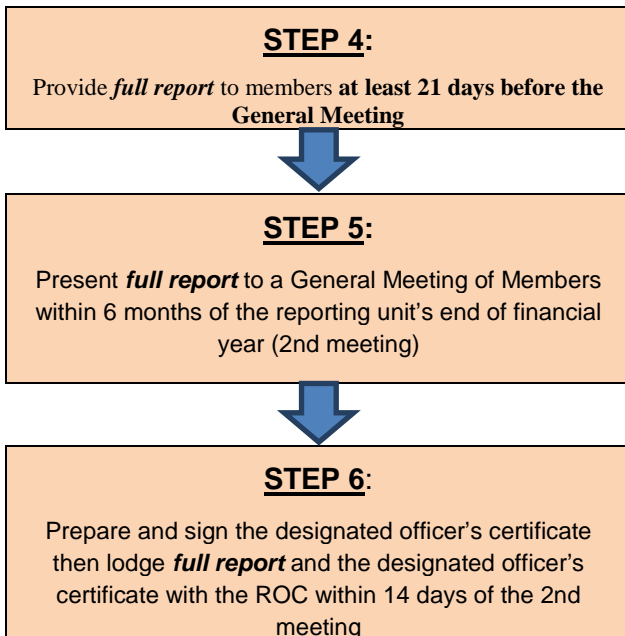
Summary of financial reporting timelines – s.253 financial reports

General Information:

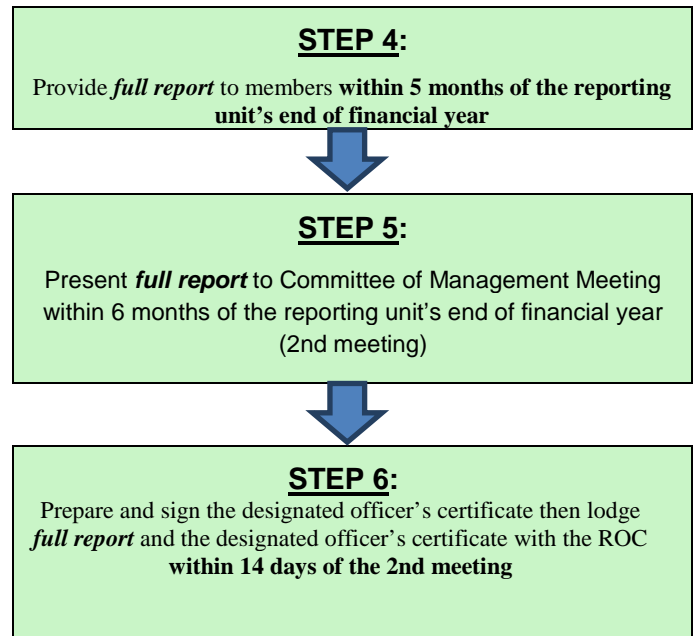
- The **full report** consists of the General Purpose Financial Report, Committee of Management Statement, Operating report, s.255(2A) Report and signed Auditors' Report
- For an explanation of each of the steps below see our [Fact sheet—financial reporting process](#).



IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT GENERAL MEETING OF MEMBERS
(this is the default process in the RO Act)





















IF RULES PROVIDE FOR PRESENTATION OF FULL REPORT AT COMMITTEE OF MANAGEMENT MEETING
(Special rules must be in the rulebook to use this process)



Misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Financial Reporting Process. They include:

Misconception	Requirement
<p> The Committee of Management statement is just copied from the Reporting Guidelines</p>	<p> The Committee of Management statement must have the date of the Committee of Management resolution recorded upon it and it must be signed and dated BEFORE the auditor signs their report</p> <p>Further, if any of the statements within it need to be modified to suit the reporting unit (for instance not holding meetings) these changes must also be made</p>
<p> The Auditor's Report does not need to be signed until just before it is lodged with the ROC</p>	<p> The Auditor's Report must be signed and dated BEFORE the full report (including the Auditor's Report) is sent to members and presented to the second meeting</p>
<p> The Designated Officer's Certificate must be signed before the report is sent to members</p>	<p> The Designated Officer's Certificate declares what the reporting unit HAS ALREADY DONE to provide the report to members and present it to the meeting. It must be signed and dated AFTER sending the report to members and the second meeting</p>
<p> Documents can be dated when they should have been signed or when the events in the document occurred</p>	<p> Documents must always be dated at the date they are actually signed by an officer or auditor</p>
<p> Any auditor can audit a financial report</p>	<p> Only registered auditors can audit the financial report</p>
<p> The Committee of Management statement can be signed at any time</p>	<p> The resolution passing the Committee of Management Statement must occur and the statement signed and dated BEFORE the auditor's report is signed and dated</p>
<p> Any reporting unit can present the Full Report to a second COM meeting</p>	<p> Only reporting units with a 5% rule in their rulebook are able to present their report to a second Committee of Management Meeting. Otherwise, it must be presented to a General Meeting of members</p>
<p> Everything can be done at one Committee of Management meeting</p>	<p> If the rules allow for presenting the report to the Committee of Management, there must still be <u>two meetings</u>. The first meeting resolves the Committee of Management statement (including signing and dating it). Between the two meetings the Auditor's report is signed and dated. Only then can the full report be presented to the second Committee of Management meeting (if the rules allow)</p>
<p> The reporting unit has 6 months and 14 days to lodge their financial report with the ROC</p>	<p> The reporting unit must lodge the financial report within 14 days of the second meeting</p>

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice.



Fact sheet

Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:

- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
✘ Only reporting units must lodge the Statement.	✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
✘ Employees can sign the Statement.	✔ The statement must be signed by an elected officer of the relevant branch.
✘ Statements can be lodged with the financial report.	✔ The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 14(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [ROC's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2017	2016
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Total grants or donations	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial statements, the notes or in the officer's declaration statement, even if the figures are NIL.

Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on regorgs@roc.gov.au