



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. Philip Lovel
Secretary-Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
South Melbourne Vic 3205

Dear Mr. Lovel,

Re: Lodgment of financial statements

I acknowledge receipt of your secretary's certificates dated 27 March 2002 covering the following financial statements.

1. Financial statements of the federal office of the organisation for years ended 30 June 1998, 1999, 2000 and 2001; and
2. Financial statements of the Victorian Branch of the organisation for years ended 30 June 1999, 2000 and 2001.

The documents were lodged in the Industrial Registry on 16 April 2002.

I have also received the financial statements of the Western Australian Branch of the organisation for year ended 30 June 2001. The secretary's certificate indicates that the financial statements for year ended 30 June 2001 were presented to a meeting on "30 June 2001". Obviously, the latter date is incorrect. Could you please arrange for another certificate to be prepared and lodged by the secretary of the Western Australian Branch.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely

Clency Lapierre
Statutory Services Branch
23 April 2002

**Australian Road Transport Industrial
Organisation (Victoria Branch)**



SECRETARY/TREASURER'S CERTIFICATE

I hereby confirm that the accounts for the Victorian Branch of the Australian Road Transport Industrial Organisation for the year ended 30 June 2001 were true copies of the audited accounts and were presented to the Committee of Management meeting of 13 December 2001 after having been distributed free of charge to all members by post on 29 November 2001.

A handwritten signature in black ink, appearing to read 'Philip Norman Lovel'.

Philip Norman Lovel
Acting Secretary/Treasurer

Date: 27/3/02.



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. Philip Lovel
Secretary-Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
South Melbourne Vic 3205

Dear Mr. Lovel,

Re: Lodgment of financial statements

I acknowledge receipt of your letter dated 18 December 2001 and the following financial statements.

1. Financial statements of the federal office of the organisation for years ended 30 June 1998, 1999, 2000 and 2001;
2. Financial statements of the Victorian Branch of the organisation for years ended 30 June 1999, 2000 and 2001; and
3. Financial statements of the Western Australian Branch of the organisation for year ended 30 June 2000.

The documents were lodged in the Industrial Registry on 24 December 2001.

Financial statements lodged in the Industrial Registry are required by subsection 280(1) of the Workplace Relations Act 1996 to be accompanied by a certificate from the secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting of members or a meeting of the committee of management. The relevant meeting must be held at least 8 days after members have been provided with a copy of the financial statements, free of charge.

With the exception of the financial statements of the Western Australian Branch, no such secretary's certificate has been received with any of the financial statements lodged. Could you please arrange for such a certificate to be prepared and lodged. The certificate should state that members were provided with a copy of the financial statements free of charge and should specify the type of meeting and the date on which the meeting was held.

In relation to the financial statements of the Western Australian Branch, the secretary's certificate indicates that the financial statements for year ended 30 June 2000 were presented to a meeting on "30 June 2000". Obviously, the latter date is incorrect. Could you please arrange for another certificate to be prepared and lodged by the secretary of the Western Australian Branch.



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. Philip Lovel
Secretary-Treasurer
Australian Road Transport Industrial Organization
P.O. Box 5
South Melbourne Vic 3205

Dear Mr. Lovel,

Re: Lodgment of financial statements

I acknowledge receipt of your letter dated 18 December 2001 and the following financial statements.

1. Financial statements of the federal office of the organisation for years ended 30 June 1998, 1999, 2000 and 2001;
2. Financial statements of the Victorian Branch of the organisation for years ended 30 June 1999, 2000 and 2001; and
3. Financial statements of the Western Australian Branch of the organisation for year ended 30 June 2000.

The documents were lodged in the Industrial Registry on 24 December 2001.

Financial statements lodged in the Industrial Registry are required by subsection 280(1) of the Workplace Relations Act 1996 to be accompanied by a certificate from the secretary stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting of members or a meeting of the committee of management. The relevant meeting must be held at least 8 days after members have been provided with a copy of the financial statements, free of charge.

With the exception of the financial statements of the Western Australian Branch, no such secretary's certificate has been received with any of the financial statements lodged. Could you please arrange for such a certificate to be prepared and lodged. The certificate should state that members were provided with a copy of the financial statements free of charge and should specify the type of meeting and the date on which the meeting was held.

In relation to the financial statements of the Western Australian Branch, the secretary's certificate indicates that the financial statements for year ended 30 June 2000 were presented to a meeting on "30 June 2000". Obviously, the latter date is incorrect. Could you please arrange for another certificate to be prepared and lodged by the secretary of the Western Australian Branch.

VTA 2001/5/02

Australian Road Transport Industrial Organisation



18 December 2001

Industrial Registrar
Level 35, Nauru House
80 Collins St.
MELBOURNE VIC 3000
Att: Mr Clency Lapierre

Dear Mr. Lapierre,

**RE: AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION-
OUTSTANDING FINANCIAL RETURNS**

I refer to our meeting concerning the Australian Road Transport Industrial Organization (ARTIO) and subsequent correspondence.

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

- Federal ARTIO for the financial years ending 30 June 1998, 1999, 2000 and 2001 respectively;
- Victorian Branch of ARTIO for the financial years ending 30 June 1999, 2000 and 2001 respectively;
- WA Branch of ARTIO for the financial year ending 30 June 2000.

The accounts of the other Branches, Queensland and Tasmania, are still being processed and I hope to be in a position to forward them shortly.

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

VICTORIA BRANCH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 2001**

Anderson & Associates

Certified Practising Accountants

John V. Anderson CPA Stephen Potter CPA

AUDITORS REPORT

TO THE MEMBERS:

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION – VICTORIA BRANCH

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, 2001. 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, 2001, and
 - the income, expenditure and financial result of the organisation for the year ended on that date.

ANDERSON & ASSOCIATES



JOHN V. ANDERSON CPA
Registered Company Auditor

Signed at Ringwood – 7 December, 2001

Suite 102
17 Heatherdale Road
Ringwood Vic 3134

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

Suite 410
530 Little Collins Street
Melbourne Vic 3000

All correspondence to: PO Box 438 Ringwood Vic 3134

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, Philip Lovel and Bruce Holmes, 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, 2001.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30th June, 2001 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, 2001 and the auditors report thereon.


.....


.....

Date: 18/12/01

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 2001**

	NOTE	2001 \$	2000 \$
INCOME			
Members Subscriptions		4,000	35,000
Interest Received		-	-
TOTAL INCOME		4,000	35,000
EXPENDITURE			
Office Expenses:			
Audit Fees		-	495
Bank Charges & Interest		69	3
Depreciation		-	-
		69	498
Professional Expenses:			
Subscriptions - National Association		4,000	35,000
		4,000	35,000
TOTAL EXPENDITURE		4,069	35,498
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR		(69)	(498)

The accompanying notes form part of these financials accounts.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
PROFIT AND LOSS APPROPRIATION ACCOUNT
FOR THE YEAR ENDED 30TH JUNE, 2001**

	NOTE	2001 \$	2000 \$
Operating Surplus/(Deficit) brought forward		(69)	(498)
Accumulated surpluses at the beginning of the financial year.		(294)	204
Total available for appropriation		(363)	(294)
Transfers to Reserves		-	-
Accumulated surpluses at the end of the year		<u>(363)</u>	<u>(294)</u>

The accompanying notes form part of these financial accounts.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
BALANCE SHEET
AS AT 30TH JUNE, 2001**

	NOTE	2001 \$	2000 \$
CURRENT ASSETS			
Cash		2,562	3,126
TOTAL CURRENT ASSETS		2,562	3,126
NON-CURRENT ASSETS			
Property, Plant and Equipment		0	0
TOTAL NON-CURRENT ASSETS		0	0
TOTAL ASSETS		2,562	3,126
CURRENT LIABILITIES			
Creditors and Borrowings		2,925	3,420
TOTAL CURRENT LIABILITIES		2,925	3,420
TOTAL LIABILITES		2,925	3,420
NET ASSETS		(363)	(294)
SHAREHOLDERS EQUITY			
Accumulated Surpluses		(363)	204
TOTAL SHAREHOLDERS EQUITY		(363)	204

The accompanying notes form part of these financial accounts.

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
AS AT 30TH JUNE, 2001

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.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
AS AT 30TH JUNE, 2001**

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:-

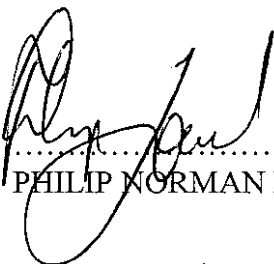
- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information 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 ROAD TRANSPORT INDUSTRIAL ORGANISATION
VICTORIA BRANCH
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, 2001, the number of members of the organisation was .

In my opinion,

- (i) the accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June, 2001.
- (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:

18/12/01



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. N. Lovel
Secretary/Treasurer
Australian Road Transport Industrial Organisation
Victoria Branch
PO Box 5
SOUTH MELBOURNE VIC 3205

Dear Mr Lovel,

Re: Australian Road Transport Industrial Organisation - Victoria Branch
Financial Reporting Obligations - Workplace Relations Act 1996

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body, arising under Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act') in respect of financial year ended 30 June 2001.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales. Now that the financial year has ended, it is timely that you now consider and implement the following steps within those timescales:-

- preparation of the financial statements
- commencement of the audit of the accounting records
- consideration of the financial statements and passage of a resolution by the committee of management in relation to certain matters concerning the statements
- preparation of the certificates by the accounting officer and the committee of management
- receipt of the auditor's report
- provision of copies of the auditor's report, accounts and statements to the members
- *following provision of copies to the members*, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the meeting following provision of copies to members - the certificate should specify the type of meeting and the date when the meeting was held

The obligation to provide documents to members may be discharged by provision of a summary subject to certain conditions.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year. In the case of the financial year which ended on 30 June 2001, such an application should be made by a branch before 30 September 2001.

I invite you to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements. Should you anticipate any difficulty in meeting any step in the time-scale prescribed you may wish to note that the legislation allows for an extension of time to be sought in certain circumstances.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

11 July 2001

Enclosure