



Australian Salaried Medical Officers'  
Federation

Level 3 Suite 46 330 Wattle Street Ultimo New South Wales 2007  
Locked Mail Bag No. 13 Glebe New South Wales 2037  
Telephone: (02) 9212 6900 Facsimile: (02) 9212 6911

Australian Capital Territory  
4th Floor  
42 Macquarie St  
Barton Act 2600  
Tel: (06) 270 5400  
Fax: (06) 270 5499

Mr Clency Lapierre  
Team Manager  
Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

Queensland  
88 L'Estrange Terrace  
Kelvin Grove Qld 4059  
Tel: (07) 3872 2222  
Fax: (07) 3856 4727

9 December, 2002

South Australia  
1st Floor  
161 Ward St  
Adelaide SA 5006  
Tel: (08) 8267 5063  
Fax: (08) 8267 1891

**Australian Salaried Medical Officers Federation: Financial Reporting  
Obligations under *Workplace Relations Act 1996***

Tasmania  
2 Gore St  
Sth Hobart Tas 7004  
Tel: (03) 6223 2047  
Fax: (03) 6223 6469

As per your requirements, please find attached the following:

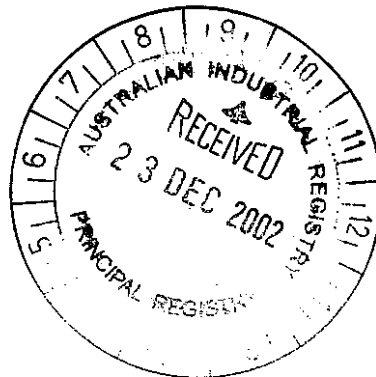
1. Auditor's report for period to 31 December 2001
2. Certificate

If there are any queries in regard to the above information, please contact Marcia Hau on the above telephone number.

Commonwealth  
PO Box E115  
Kingston Act 2604  
Tel: (06) 270 5400  
Fax: (06) 270 5499

Yours sincerely,

Peter Somerville  
Executive Director



Western Australia  
14 Stirling Highway  
Nedlands WA 6009  
Tel: (08) 9273 3000  
Fax: (08) 9273 3073

Victoria  
293 Royal Parade  
Parkville Vic 3052  
Tel: (03) 9280 8722  
Fax: (03) 9280 8786

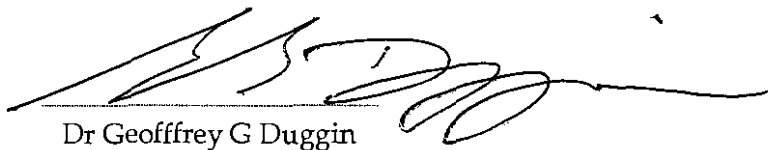
New South Wales  
Suite 46  
Level 3  
330 Wattle Street  
Ultimo NSW 2007  
Tel: (02) 9212 6900  
Fax: (02) 9212 6911

**WORKPLACE RELATIONS ACT, 1996**

**Australian Salaried Medical Officers' Federation**

**Certificate pursuant to Section 280 (i)**

I, Dr Geoffrey G Duggin, President of the Australian Salaried Medical Officers' Federation, do solemnly certify that the copies of the Auditors Report, Accounts, Notes, Certificates and Statements annexed hereto are copies of documents presented to a meeting of Federal Executive of the Organisation held on Wednesday 16 October 2002



Dr Geoffrey G Duggin

16/12/2002  
Date

AUSTRALIAN SALARIED MEDICAL  
OFFICERS' FEDERATION  
FINANCIAL REPORTS  
A.B.N. 28 648 719 021

FOR THE YEAR ENDED  
31ST DECEMBER, 2001

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
<b>CLASSIFICATION OF EXPENSES BY NATURE</b>			
Revenues from ordinary activities		165,327.27	155,384.72
Revenues from Interest		7,283.72	7,497.72
Other Expense from ordinary activities		(130,135.03)	(140,862.96)
		<hr/>	<hr/>
Surplus/ (Deficit) from ordinary activities		42,475.96	22,019.48
		-	-
		<hr/>	<hr/>
Net profit from ordinary activities to members of the Federation		42,475.96	22,019.48
		-	-
		<hr/>	<hr/>
Total changes in members' funds		42,475.96	22,019.48
		<hr/>	<hr/>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
OPERATING RESULT SURPLUS/ (DEFICIT) FOR THE YEAR	2	42,475.96	22,019.48
Total Members' Funds at the beginning of the financial year		172,722.69	150,703.21
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>		<u>215,198.65</u>	<u>172,722.69</u>
<b>ACCUMULATED MEMBERS' FUNDS AT THE END OF THE FINANCIAL YEAR</b>		<u>215,198.65</u>	<u>172,722.69</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
<b>CURRENT ASSETS</b>			
Cash assets	4	96,227.94	59,421.83
Other financial assets	5	128,121.77	123,894.75
Other assets	6	1,219.33	-
<b>TOTAL CURRENT ASSETS</b>		<u>225,569.04</u>	<u>183,316.58</u>
<b>TOTAL ASSETS</b>		<u>225,569.04</u>	<u>183,316.58</u>
<b>CURRENT LIABILITIES</b>			
Payables	7	8,570.39	8,943.89
Other	8	1,800.00	1,650.00
<b>TOTAL CURRENT LIABILITIES</b>		<u>10,370.39</u>	<u>10,593.89</u>
<b>TOTAL LIABILITIES</b>		<u>10,370.39</u>	<u>10,593.89</u>
<b>NET ASSETS</b>		<u>215,198.65</u>	<u>172,722.69</u>
<b>MEMBER'S FUNDS</b>			
Accumulated Funds		<u>215,198.65</u>	<u>172,722.69</u>
<b>TOTAL MEMBERS' FUNDS</b>		<u>215,198.65</u>	<u>172,722.69</u>

The accompanying notes form part of these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2001

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**1 STATEMENT OF ACCOUNTING POLICIES**

The financial reports have been prepared in accordance with the Workplace Relations Act 1996, and applicable Accounting Standards and other mandatory professional reporting requirements. The financial reports have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Organisation in the preparation of the financial reports.

**Income Tax**

The Organisation, being a registered Trade Union, is exempt from income tax on all of its income.

**Receivables**

Debtors are recognised at the amount receivable and are due for settlement within 30 days from date of recognition.

**Trade Creditors**

These amounts represent liabilities for services provided to the Federation prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

**Capitation Fees**

Capitation fees received from Interstate Branches have been accepted as the correct amounts payable to the Federation.

**Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investment in money market instruments maturing within less than two months, net of bank overdrafts.

## 2 INFORMATION TO BE PROVIDED TO MEMBERS OR TO THE REGISTRAR

In accordance with the requirements of the Workplace Relations Act.1996 the attention of Members is drawn to the provision of sub-sections (1) (2) and (3) of Section 274 which read as follows:

### SECTION 274 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) [Application for Information] A member of an organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

274(2) [Provision of information] An organisation shall, on application made under subsection (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.

274(3) [Function of Registrar] A Registrar may only make an application under subsection (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 SALARIED MEDICAL OFFICERS' FEDERATION

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001 \$	2000 \$
<b>Cash Flows from Operating Activities:</b>		
Capitation Fees Received	165,327.27	157,469.72
Interest Received	6,064.39	7,497.72
Payment to Suppliers & Administration	(130,358.53)	(134,401.01)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<u>41,033.13</u>	<u>30,566.43</u>
Net Increase (Decrease) in Cash Held	41,033.13	30,566.43
Cash at Beginning of Financial Year	183,316.58	152,750.15
<b>CASH AT END OF FINANCIAL YEAR</b>	<u>224,349.71</u>	<u>183,316.58</u>

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001 \$	2000 \$
<b>NOTES TO THE STATEMENT OF CASH FLOWS</b>		
<b>Reconciliation of Cash</b>		
For the purposes of the statement of cash flows, cash includes cash and at call deposits with banks, and investments in money market instruments, net of bank overdrafts. Cash at the end of financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
Deposits at Call	128,121.77	59,421.83
Cash at Bank	96,227.94	123,894.75
	<u>224,349.71</u>	<u>183,316.58</u>
<b>Reconciliation of Net Cash provided by Operating Activities to Operating Result</b>		
Operating Result Surplus (Deficit)	42,475.96	22,019.48
Non Cash Flows in Operating Result:		
Changes in Assets & Liabilities:		
Decrease (Increase) in Current Receivables	(1,219.33)	2,085.00
Increase (Decrease) in Trade Creditors	(373.50)	6,311.95
Increase (Decrease) in Accrued Charges	150.00	150.00
	<u>41,033.13</u>	<u>30,566.43</u>
<b>Net Cash Provided by (used in) Operating Activities</b>		

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION  
A.B.N.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	2001	2000
	\$	\$
<b>4 CASH</b>		
Commonwealth Bank	96,227.94	59,421.83
	<hr/>	<hr/>
<b>5 INVESTMENTS</b>		
<b>CURRENT</b>		
Commonwealth Cash Management Trust	128,121.77	123,894.75
	<hr/>	<hr/>
<b>6 OTHER ASSETS</b>		
<b>CURRENT</b>		
Accrued Income	1,219.33	-
	<hr/>	<hr/>
<b>7 ACCOUNTS PAYABLE</b>		
<b>CURRENT</b>		
Trade Creditors	5,257.46	9,427.95
Input Tax Credits	(848.08)	(650.34)
GST Payable	4,161.01	166.28
	<hr/>	<hr/>
	8,570.39	8,943.89
	<hr/>	<hr/>
<b>8 OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Accrued Charges	1,800.00	1,650.00
	<hr/>	<hr/>

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

ACCOUNTING OFFICER'S CERTIFICATE

I, Dr G Dobb, being the Officer responsible for keeping the accounting records of Australian Salaried Medical Officers' Federation (New South Wales Branch), certify that as at 31st December, 2001, the number of members of the Organisation was 5,351.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 31st December, 2001.
- (ii) A record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Organisation.
- (iii) To the extent to which the Rules of the Organisation require approval to be obtained to the incurring of expenditure, such approval was obtained.
- (iv) No payment was made out of a fund referred to in Regulation 107 (b) (xiii) or (xv) of the Workplace Relations Act, 1996 for a purpose other than the purpose for which the fund was operated.
- (v) The register of Members of the Organisation was maintained in accordance with the Workplace Relations Act, 1996.
- (vi) No loans or other financial benefits were made to any persons holding office in the Organisation.


  
DR G DOBB

Dated 1 / 15 / 2002

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, Dr G Dobb and Dr G Duggin, being two Members of the Committee of Management of Australian Salaried Medical Officers' Federation, 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 attached accounts show a true and fair view of the financial affairs of the Organisation as at 31st December, 2001.
- (ii) In the opinion of the Committee of Management, during the financial year to which these accounts relate, meetings of the Committee were held in accordance with the rules of the Organisation.
- (iii) To the knowledge of any Member of the Committee, during the financial year to which these accounts relate, 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 these records or documents, or copies of the Rules of the Organisation, have not been furnished or made available to Members in accordance with the requirements of the Workplace Relations Act, 1996 the Regulations thereto, or the Rules of the Organisation.
- (iv) The Organisation has complied with Sub-Sections 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous year ended 31st December, 2000.

  
.....  
DR G DOBB

Dated: 1 / 15 / 2002

  
.....  
DR G DUGGIN

Dated: 29 / 7 / 2002

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF

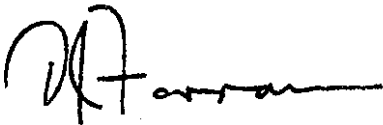
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

We have inspected and audited the accounting records kept by the Australian Salaried Medical Officers' Federation, in respect of the year ended 31st December, 2001 and have received all the information and explanations for the purposes of our audit.

In our opinion:

- 1 There were kept by the Federation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Federation (including income from members) and the nature and purposes of expenditure; and
- 2 The attached accounts and statements, prepared in accordance with Section 273 of the Workplace Relations Act.1996, and applicable Accounting Standards are properly drawn up so as to give a true and fair view of:
  - (a) The financial affairs of the Federation as at 31st December, 2001 and,
  - (b) The income and expenditure and surplus of the Federation for the year ended on that date.

CARRUTHERS FARRAM & CO  
Chartered Accountants



D J FARRAM  
Registered Company Auditor

Dated: 31 JUL 2002

Suite 4, Level 4  
105 Pitt Street  
SYDNEY NSW 2000

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION**

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2001**

	Note	2001 \$	2000 \$
<b>INCOME</b>			
Capitation Fees Received		165,327.27	155,384.72
Interest Received			
Cash Management		5,446.35	6,291.92
Cheque Account		1,837.37	1,205.80
		<hr/>	<hr/>
		172,610.99	162,882.44
<b>EXPENDITURE</b>			
Audit Fees		1,800.00	1,650.00
Advertising		-	565.00
Affiliation Fees		8,618.28	7,650.50
Bank Charges		120.99	196.42
Conference Expenses		2,919.73	984.82
Branch Establishment Costs		12,000.00	12,000.00
Insurance		2,107.25	1,946.75
Legal Costs		727.71	3,536.68
Newsletter		4,035.00	4,980.00
Secretarial, Industrial Services		85,000.00	85,000.00
Travel, Accomodation		12,806.07	22,352.79
		<hr/>	<hr/>
		130,135.03	140,862.96
		<hr/>	<hr/>
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>		42,475.96	22,019.48

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

SCHEDULES TO INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2001

	Note	2001 \$	2000 \$
Capitation Fees Received			
ACT Branch		3,956.36	3,482.18
Commonwealth Branch		7,480.00	7,483.64
NSW Branch		38,110.91	38,701.09
Qland Branch		22,409.09	21,748.36
SA Branch		31,583.64	22,145.45
Tasmanian Branch		2,812.73	4,032.00
Victorian Branch		42,963.63	42,152.73
WA Branch		16,010.91	15,639.27
		<u>165,327.27</u>	<u>155,384.72</u>
Secretarial, Industrial Services			
Secretarial, Industrial Services AMA		42,500.00	42,500.00
Secretarial, Industrial Services ASMOF NSW		42,500.00	42,500.00
		<u>85,000.00</u>	<u>85,000.00</u>
Travel, Accomodation			
Travel, Accommodation, Meals		12,806.07	22,352.79
		<u>12,806.07</u>	<u>22,352.79</u>



FR 2001/679



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Ref: FR2001/679-[132N]

Mr. Peter Somerville  
Executive Officer  
Australian Salaried Medical Officers Federation  
Locked Mail Bag No. 13  
GLEBE NSW 2037

Dear Mr. Somerville

**Re: Australian Salaried Medical Officers Federation  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2001.

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

In relation to financial documents for year ended 31 December 2001, the auditor should have made a report to the organisation as required by subsection 276(1) of the Act before 30 June 2002. If you have not done so already you should consider implementing the following steps:

- 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 relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

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

Yours sincerely

  
Clency Lapierre  
Team Manager



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Mr. P. Somerville  
Executive Director  
Australian Salaried Medical Officers Federation  
Level 3, Suite 46  
330 Wattle Street  
ULTIMO NSW 2007

Dear Mr. Somerville,

**Re: Financial statements for year ended 31 December 2001  
FR 2001/679**

Reference is made to the financial documents of the Australian Salaried Medical Officers Federation for the year ended 31 December 2001 which were lodged in the Industrial Registry on 23 December 2002.

The financial documents have been filed.

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

### 1. Auditor's Report

Unless an exemption is granted, the auditor is required to inspect and audit the accounting records of the organisation for the financial year and make a report in relation to that year to the organisation within six months of the end of the financial year - refer subsection 276(1) and regulation 113.

Would you please bring this matter to the attention of the auditor.

### 2. Accounting Officer's Certificate

I note that the accounting officer in the first paragraph of the certificate indicates that he is "the Officer responsible for keeping the accounting records of Australian Salaried Medical Officers' Federation (New South Wales Branch)...".

As the financial documents lodged are in relation to the Australian Salaried Medical Officers Federation such statement should have been in relation to the keeping of the accounting records of the Federation and not of the New South Wales Branch.

### 3. Timescale provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1) of the Workplace Relations Act 1996.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'LP', with a stylized flourish at the end.

Larry Powell  
Statutory Services Branch

8 January 2003