



Australian Government

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 report for year ended 31 December 2003 - FR2003/759

I have received the financial reports of the Australian Salaried Medical Officers Federation for the year ended 31 December 2003. The documents were lodged in the Industrial Registry on 16 November 2004.

I note that the abovementioned financial reports have been produced in accordance with the Registration and Accountability of Organisations Schedule (the RAO Schedule). As you would know the RAO Schedule generally came into operation on 12 May 2003.

The financial documents of the Australian Salaried Medical Officers Federation for the year ending 31 December 2003 should have been prepared under the previous provisions of the WR Act. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))]. The reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule.

Although the financial documents have been completed under the RAO Schedule rather than the previous provisions of the WR Act, I have examined such documents for compliance with the requirements of the RAO Schedule.

The financial documents have been filed. No further action is requested in respect of these documents.

The following matters are referred for assistance when preparing future financial documents.

1. Operating Report

Please note that in future an operating report will need to be prepared and lodged as required by s254 of the RAO Schedule.

Section 254(1) of the RAO Schedule states:

"As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year."

The requirements of the operating report are stated in s254(2) of the RAO Schedule. The documents under the new RAO Schedule would not be filed until an operating report is lodged.

2. Committee of Management's Statement

Paragraph 17 of the Industrial Registrar's Reporting Guidelines, as made under section 255 of the RAO Schedule states:

"The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management:

.....

(e)(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation;

.....

The committee of management's statement has repeated the above wording instead of making the required declaration, i.e. the words "where the organisation consists of 2 or more reporting units" should be deleted.

Paragraph 18 of the Industrial Registrar's Reporting Guidelines requires the committee of management statement to specify the date of passage of the resolution made by the Committee. While the statement provides that the appropriate resolution was passed, no date is evident.

Please note that under paragraph 18(d) of the guidelines, for the purposes of s253, this Statement need only be signed by one designated officer.

Future committee of management's statements should include all required information.

3. Secretary's Certificate

I note that the Secretary's certificate states that copies of the financial documents were presented to a meeting of Federal Executive of the Organisation. It should be noted that in future the documents may be presented to "the second meeting" if it is a Committee of Management meeting only if the rules of the organisation contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the report - refer s266(3) of RAO Schedule.

4. Auditor's Report

Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

The signatory to the auditor's report has not indicated whether he is an "approved auditor" within the meaning of Regulation 4 of the RAO Regulations. The Industrial Registry believes this should be evident to members in the published financial reports.

5. Accounting Officer's Certificate

There is no requirement under the RAO Schedule to lodge an accounting officer's certificate. Such certificate was previously required by section 273(2) of the Act and regulation 109(1)(a) of the *Workplace Relations Regulations*.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au Alternatively, you may send an email with the documents attached to: riateam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell', with a large, stylized initial 'L'.

Larry Powell
Statutory Services Branch

8 December 2004



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

Mr Larry Powell
Australian Industrial Registry
Level 35
Nauru House
80 Collins Street
MELBOURNE VIC 3000

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

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

10 November, 2004

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

Dear Mr Powell

Australian Salaried Medical Officers Federation: Financial Report for year ended 31 December 2003 – FR2003/762

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:

- Copy of Financial Account for y/e December 2003
- 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,

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

 Peter Somerville
Executive Director

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, Secretary 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 Tuesday 26 October 2004.


Dr Geoffrey G Duggin


Date

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

FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2003

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

A.B.N. 28 648 719 021

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

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003

		2003	2002
Note		\$	\$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities	2	170,912.51	165,904.61
Other expenses from ordinary activities		(251,288.47)	(266,099.53)
Profit (loss) from ordinary activities before income tax expense		(80,375.96)	(100,194.92)
Net profit (loss) from ordinary activities after income tax expense attributable to the association	8	(80,375.96)	(100,194.92)
Total changes in equity of the association		(80,375.96)	(100,194.92)

The accompanying notes form part of these financial statements.

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

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2003

		2003	2002
	Note	\$	\$
CURRENT ASSETS			
Cash assets	3	61,398.40	181,935.34
Receivables	4	7,002.06	13,625.91
Other assets	5	<u> -</u>	<u> 599.74</u>
TOTAL CURRENT ASSETS		<u>68,400.46</u>	<u>196,160.99</u>
TOTAL ASSETS		<u>68,400.46</u>	<u>196,160.99</u>
CURRENT LIABILITIES			
Payables	6	32,072.69	76,857.26
Other liabilities	7	<u> 1,700.00</u>	<u> 4,300.00</u>
TOTAL CURRENT LIABILITIES		<u>33,772.69</u>	<u>81,157.26</u>
TOTAL LIABILITIES		<u>33,772.69</u>	<u>81,157.26</u>
NET ASSETS (LIABILITIES)		<u>34,627.77</u>	<u>115,003.73</u>
MEMBERS' FUNDS			
Accumulated Funds	8	<u>34,627.77</u>	<u>115,003.73</u>
TOTAL MEMBERS' FUNDS		<u>34,627.77</u>	<u>115,003.73</u>

The accompanying notes form part of these financial statements.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

1 Statement of Significant Accounting Policies

The General Purpose Financial Report (GPFR) covers AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION as an individual entity.

The GPFR has been prepared in accordance with the Workplace Relations Act 1996 [the RAO Schedule], and applicable Accounting Standards and other mandatory professional reporting requirements. The financial report has also been prepared on the basis of historical costs and does 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 report.

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.

Payables

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.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

Cash

For purposes of the Statement of Cash Flows, cash includes deposits at call with financial institutions and is subject to an insignificant risk of changes in value.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred by the Federation as a purchaser that is not recoverable from the Australian Tax Office, is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

Information to be provided to Members or to The Registrar

In accordance with the requirements of the Workplace Relations Act. 1996 - (the RAO Schedule) the attention of Members is drawn to the provision of sub-sections (1) (2) and (3) of Section 272 which read as follows:

Section 272 Information to be provided to Members or Registrar

272(1) [Application for Information] A member of a reporting unit, or a Registrar, 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.

272(2) [Form of Application] 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.

272(3) [Compliance] A Reporting unit must comply with an application made under subsection (1).

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
2 Revenue		
Operating activities		
Interest	4,065.22	7,588.25
Capitation Fees	<u>166,847.29</u>	<u>158,316.36</u>
	<u>170,912.51</u>	<u>165,904.61</u>
3 Cash Assets		
Deposits at Call	20,248.56	134,133.26
Cash at Bank	<u>41,149.84</u>	<u>47,802.08</u>
	<u>61,398.40</u>	<u>181,935.34</u>
4 Receivables		
Current		
Other debtors	<u>7,002.06</u>	<u>13,625.91</u>
	<u>7,002.06</u>	<u>13,625.91</u>
5 Other Assets		
Current		
Accrued Income	-	599.74
	<u>-</u>	<u>599.74</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
6 Payables		
Current		
Trade Creditors	32,072.69	76,857.26
	<u>32,072.69</u>	<u>76,857.26</u>
7 Other Liabilities		
Current		
Accrued Charges	1,700.00	4,300.00
	<u>1,700.00</u>	<u>4,300.00</u>
8 Members' Funds		
Accumulated Funds (accumulated losses) at the beginning of the financial year	115,003.73	215,198.65
Net profit (loss) attributable to the association	<u>(80,375.96)</u>	<u>(100,194.92)</u>
Accumulated Funds (accumulated losses) at the end of the financial year	<u>34,627.77</u>	<u>115,003.73</u>

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Capitation Fees Received	183,532.02	174,147.99
Interest Received	4,664.96	8,207.84
General Administration Expenses & Direct Expenses	<u>(308,733.92)</u>	<u>(224,770.20)</u>
Net cash provided by (used in) operating activities	<u>(120,536.94)</u>	<u>(42,414.37)</u>
Net increase (decrease) in cash held	(120,536.94)	(42,414.37)
Cash at beginning of financial year	181,935.34	224,349.71
Cash at end of year	<u>61,398.40</u>	<u>181,935.34</u>

The accompanying notes form part of these financial statements.

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
Notes to the Statement of Cash Flows		
Reconciliation of cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Deposits at Call	20,248.56	134,133.26
Cash at Bank	<u>41,149.84</u>	<u>47,802.08</u>
	<u>61,398.40</u>	<u>181,935.34</u>
Reconciliation of net cash provided by operating activities to Operating Result		
Operating Profit (Loss) after income tax	(80,375.96)	(100,194.92)
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries		
Decrease (Increase) in Accrued Income	599.74	619.59
Increase (Decrease) in Payables	(44,784.57)	67,797.08
Increase (Decrease) in Accrued Charges	(2,600.00)	2,500.00
Decrease (Increase) in Receivables	<u>6,623.85</u>	<u>(13,136.12)</u>
Cash outflows from operations	<u>(120,536.94)</u>	<u>(42,414.37)</u>

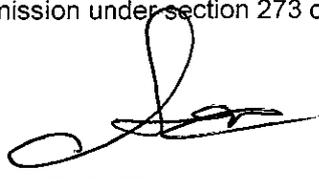
The accompanying notes form part of these financial statements.

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

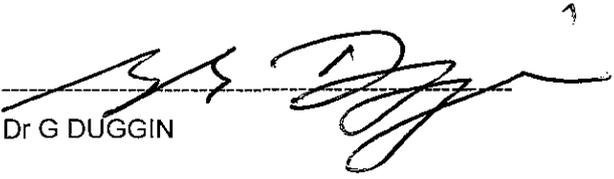
CERTIFICATE BY MANAGEMENT COMMITTEE OF ASSOCIATION

We Dr T SARA 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) the financial statements and notes comply with the Australian Accounting Standards;
- (ii) the financial statements and notes comply with the Reporting guidelines of the Industrial Registrar;
- (iii) 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.
- (iv) 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
- (v) during the financial year to which the GPFR relates and since the end of that year;
 - a) meetings of the committee of management were held in accordance with the rules of organisation including the rules of a branch concerned; and
 - b) 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
 - c) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - d) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept as far as practicable, in a consistent manner to each of the other reporting units of the organisation
 - e) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - f) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



Dr T SARA



Dr G DUGGIN

Dated 15/06/2004

Dated 15/6/2004

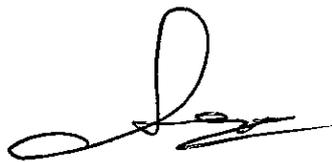
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
A.B.N. 28 648 719 021

CERTIFICATE BY ACCOUNTING OFFICER

I, Dr T SARA being the Officer responsible for keeping the accounting records of Australian Salaried Medical Officers' Federation, certify that as at 31/12/2003, the number of the Organisation was 5724.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 31/12/2003.
- (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 [the RAO Schedule] 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 [the RAO Schedule].
- (vi) No loans or other financial benefits were made to any persons holding office in the Organisation.



Dr T SARA

Dated 15 / JUN 2004

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION**

Scope

I have audited the financial report, being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Notes to the Financial Statements, Certificate by Management Committee and Certificate by Accounting Officer of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION for the financial year ended 31/12/2003. The Committee is responsible for the financial report. I have conducted an independent audit of this financial report in order to express an opinion on it to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with my understanding of the association's financial position, and performance as represented by the results of its operations and its cash flows.

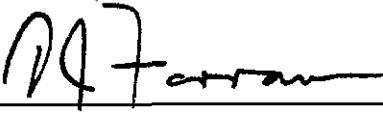
Audit Opinion

In my opinion,

- (1) the financial report has been prepared in accordance with Section 253 of the Work Place Relations Act 1996 (the RAO Schedule) and the Australian Accounting Standards from the records kept under subsection 252 in relation to the financial year then ended.
- (2) the financial report of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position as at 31/12/2003, and the results of its operations and its cash flows for the year then ended.

Name of Firm: CARRUTHERS FARRAM & CO

Name of Principal: _____


Douglas John Farram

Address: SUITE 4, Level 4 105 Pitt Street Sydney NSW 2000

Dated this 24th day of June 2004

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

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
INCOME		
INTEREST RECEIVED		
Cash Management	3,456.76	5,391.90
Cheque Account	608.46	2,196.35
	4,065.22	7,588.25
CAPITATION FEES RECEIVED		
ACT Branch	3,863.64	3,585.45
Commonwealth Branch	7,294.55	6,830.91
NSW Branch	43,303.64	39,687.27
QLD Branch	24,881.82	22,780.00
SA Branch	28,003.64	24,758.18
Tasmanian Branch	3,987.27	4,018.18
Victorian Branch	38,512.73	40,243.64
WA Branch	17,000.00	16,412.73
	166,847.29	158,316.36
TOTAL INCOME	170,912.51	165,904.61
EXPENDITURE		
Audit Fees	1,600.00	1,800.00
Affiliation Fees	9,807.71	8,837.40
Bank Charges	-	1.80
Conference Expenses	5,081.78	1,390.12
Consultancy Fees	4,113.00	-
Branch Establishment Costs	-	7,272.73
Insurance	3,186.32	2,084.82
Legal Costs	96,050.62	114,077.34
Meeting Expenses	1,387.57	1,980.33
Newsletter	-	4,809.09
Printing & Stationery	1,257.00	-
Secretarial, Industrial Services AMA	45,000.00	45,000.00

The accompanying notes form part of these financial statements.

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

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
Secretarial, Industrial Services ASMOF NSW	45,000.00	45,000.00
AMA Industrial Services Other	-	2,447.22
Travel, Accomodation	38,804.47	31,398.68
	<u>251,288.47</u>	<u>266,099.53</u>
Profit (Loss) from ordinary activities before income tax	(80,375.96)	(100,194.92)
Income tax expense attributable to operating profit	-	-
Profit (Loss) from ordinary activities after income tax	(80,375.96)	(100,194.92)
Retained Profits - Beginning of Year	115,003.73	215,198.65
Accumulated Funds at the end of the financial year	<u>34,627.77</u>	<u>115,003.73</u>

The accompanying notes form part of these financial statements.



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9654 6672

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

Dear Mr. Somerville,

**Re: Financial documents for year ended 31 December 2002
FR2002/872**

I have received the financial documents of the abovementioned organisation for the year ended 31 December 2002 lodged under cover of your communication dated 22 September 2004. The documents were received in the Registry on 27 September 2004.

Documents on website

The Registry has created an electronic file for each registered organisation and branch which is accessible through the AIRC web site. The documents lodged will be placed on the AIRC Website at <http://www.e-airc.gov.au/132n>.

Electronic lodgment

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

New legislation

As you would know the Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

The RAO legislation establishes a **Registration and Accountability of Organisations Schedule** (the RAO Schedule) inserted as schedule 1B within the *Workplace Relations Act 1996* (the WR Act) pertaining to registered organisations. Many of the provisions relating to registered organisations in the WR Act have been replicated in the new RAO Schedule, with some amendments. Other matters have been substantially changed by the RAO Schedule, particularly the financial reporting requirements.

Please note that your organisation will be required to complete the financial reporting obligations for the financial year ending 31 December 2003 under the previous provisions of the WR Act whereas the reporting obligations for the financial year ending 31 December 2004 will be governed by the requirements of the RAO Schedule. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1)].

I have noted that you have not yet lodged the financial documents of the organisation for the year ended 31 December 2003. Please arrange for lodgement of such documents as soon as possible.

Should you have any queries, please contact me on (03) 8661 7764.

The documents have been filed.

Yours sincerely,

A handwritten signature in black ink that reads "M Beare". The signature is written in a cursive style with a large, stylized 'M' and 'B'.

Marylyn Beare
Statutory Services Branch

30 September, 2004



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/759-[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 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 31 December 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the accounting, auditing and reporting obligations 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.

Please do not hesitate to contact me on (03) 8661 7993 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,

A handwritten signature in black ink, appearing to read 'Larry Powell'. The signature is written in a cursive style with a large, sweeping initial 'L'.

Larry Powell

E-mail: larry.powell@air.gov.au
20 February 2004

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

Financial reports should be prepared, audited, provided to members*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].

B The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

***Note:** The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].

D A statement signed by an officer of the organisation showing the "relevant particulars" in relation to each loan, grant or donation of an amount exceeding \$1,000 made during the year must be lodged in the Registry as soon as practicable after the end of the financial year [s269 of Part IX, Division 10].

E The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]**.

F Members are to be provided* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)]**.

G The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report** - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per F above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

***Note:** If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

H Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented** - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in G above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

** The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

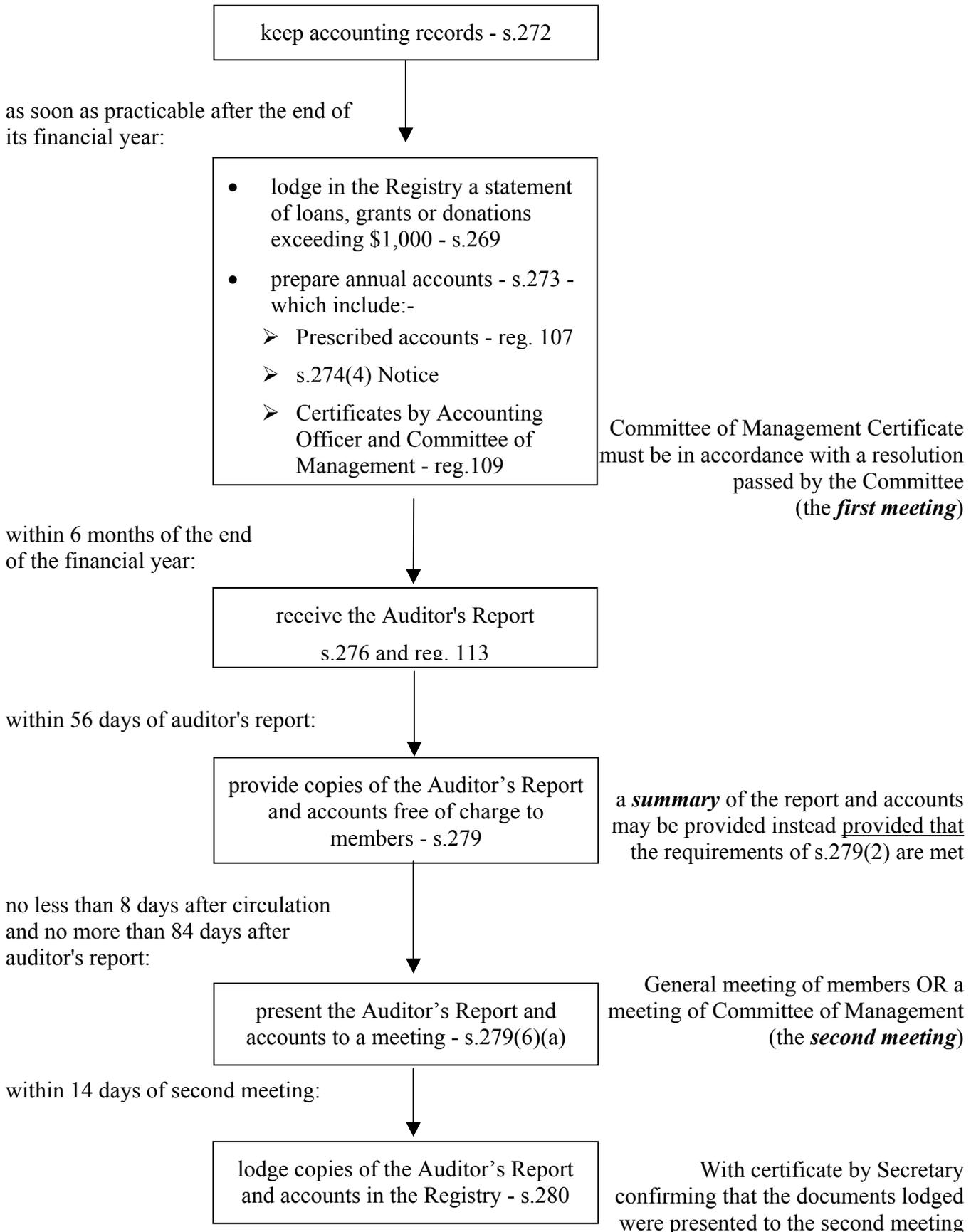
A graphical representation of these requirements is set out overleaf.

IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]

WORKPLACE RELATIONS ACT 1996

Accounting, auditing and financial reporting obligations of registered organisations for financial years starting before 1 July 2003

An organisation or a branch of an organisation must:



IMPORTANT NOTES: This is a summary only ; Part IX, Division 11 of the *Workplace Relations Act 1996* (the Act) and Part VII, Division 8 of the Workplace Relations Regulations should be consulted for full details of the requirements. For financial years starting on or after 1 July 2003 Schedule 1B of the Act applies. Schedule 1B (the Registration and Accountability of Organisations Schedule) generally came into operation on 12 May 2003. [25/06/2003]