

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

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

Dear Mr. Mead,

Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule) Financial Reports for year ended 31 December 2005 FR2005/642

I have received the financial documents of the Australian Salaried Medical Officers Federation for the year ended 31 December 2005 lodged as an attachment with your email of 24 July 2006.

Your attention to the following matters is requested:

1. Supply of financial documents to members and presentation to meeting

I note that the financial documents were presented to a meeting of the Committee of Management on 18 July 2006.

As you know section 266 of the RAO Schedule makes provision for the methods by which a reporting entity may satisfy its obligation to present the full report to members. The purpose of the financial reporting provisions generally is to ensure disclosure to members, and, to offer those members an opportunity to raise any matter that concerns them regarding material disclosed in that information. The vehicle for members to achieve this are either at a general meeting of members or at a meeting of the committee of management. The latter option is only available if the precondition in subsection 266(3), that is the 5% rule, is satisfied. The rules of the organization do not make such provision.

In these circumstances, the relevant documents are required to be presented to a general meeting of members, or at a series of meetings at different locations (this alternative is only available if the rules make provision for such meetings).

Operating Report

2. Trustees of superannuation entities:

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation

Should you wish to discuss the contents of this letter, please do not hesitate to contact me on (03) 8661 7764 (Wednesdays only) or email me. Alternatively contact Larry Powell on (03) 8661 7993 on any other day.

Yours sincerely,

Marylyn Beare Statutory Services Branch

Email: Marylyn.Beare@air.gov.au

16 August 2006

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2005

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OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2005

(a) Principal Activities:

The Organisation's principal activities during the financial year were:

To provide industrial services to the members consistent with the objects of the Organisation and particularly the object of protecting & improving the interests of the members.

Results of the Principal Activities:

The Organisation's principal activities resulted in maintaining and improving the services provided to its members, promoting and protecting the broad interests of salaried medical practitioners and advocating the provision and development of quality health services.

Significant changes in Organisation's Principal Activities:

There were no significant changes in the nature of Organisation's Principal Activities during the financial year.

(b) Significant changes in Organisation's financial affairs:

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Organisation.

(c) Right of Members to resign:

Manner of resignation S254(2)(c)

Members may resign from the Organisation in accordance with rule 11, which reads as follows: A member may resign their membership by notifying the Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- 1) where the member ceases to be eligible to become a member of the Organisation:
- (i) on the day on which the notice is received by the Organisation; 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

- 2) in any other case:
- (i) at the end of two weeks, after the notice is received by the Organisation; or
- (ii) on the day specified in the notice;

whichever is later;

Any dues payable but not paid by a former member of the Organisation, in relation to a period before the member's resignation from the Organisation took effect, may be sued for and recovered in the name of the Organisation, in a court of competent jurisdiction, as a debt due to the Organisation.

A notice delivered to the Secretary shall be taken to have been received by the Organisation when it is delivered.

OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2005

A notice of resignation that has been received by the Organisation is not invalid because it was not addressed and delivered to the Secretary.

A resignation from membership is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Organisation that the resignation has been accepted.

(d) Number of members

The number of persons who, at the end of the financial year were recorded on the Register of Members was 6600.

(e) Number of employees

There were no employees of the Organisation.

(f) Members of Committee of Management

The persons who have held office as members of the Committee of Management of the Organisation since the beginning of the financial year are:

Dr. Christopher Verco President
Dr. Geoff Duggin Secretary
Dr. Tony Sara Treasurer

Dr. Geoff Duggin (Secretary)

Date: 0.3 / 06 / 2006

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2005

	N-4-	2005	2004
	Note	<u> </u>	<u> </u>
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities	2	164,485.05	174,984.32
Other expenses from ordinary activities		(147,828.20)	(164,251.31)
Surplus (Deficit) from ordinary activities		16,656.85	10,733.01
			-
Surplus from ordinary activities attributable to the organisation	8	16,656.85	10,733.01
Total changes in Members' Funds of the Organisation		16,656.85	10,733.01

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2005

		2005	2004
	Note	\$	
CURRENT ASSETS			
Cash assets	3	108,584.14	75,897.31
Receivables	4	16,384.77	100,402.00
Other assets	5	1,768.92	1,786.79
TOTAL CURRENT ASSETS		126,737.83	178,086.10
TOTAL ASSETS		126,737.83	178,086.10
CURRENT LIABILITIES			
Payables	6	62,120.20	124,825.32
Other liabilities	7	2,600.00	7,900.00
TOTAL CURRENT LIABILITIES		64,720.20	132,725.32
TOTAL LIABILITIES		64,720.20	132,725.32
NET ASSETS (LIABILITIES)		62,017.63	45,360.78
MEMBERS' FUNDS			
Accumulated surplus	8	62,017.63	45,360.7 <u>8</u>
TOTAL MEMBERS' FUNDS		62,017.63	45,360.78

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

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 following is a summary of the material accounting policies adopted by the Organisation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise applied.

Income Tax

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

And the second second

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 organisation 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 organisation.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

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 organisation 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).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

1 2.2			2005 \$	2004 \$
2	Revenue			
	Operating activities			
	Interest		1,907.62	1,089.77
	Capitation Fees		162,577.43	173,894.55
			164,485.05	174,984.32
•				
3	Cash Assets			
	Cash at Bank		108,584.14	54,960.60
	Deposits at call		-	20,936.71
	Deposits at can		400.504.44	
	Receivables		108,584.14	75,897.31
4	Receivables			en e
	Current	And the same of th		
	Trade Debtors		12,310.00	100,402.00
	Other		4,074.77	
			16,384.77	100,402.00
_	O41 A4			
5	Other Assets			
	Current			
	Accrued Income			54.48
	Prepayments		1,768.92	1,732.31
			1,768.92	1,786.79
6	Payables			
	_			
	Current		50 700 00	400 404 54
	Trade Creditors Sundry Creditors		58,722.00 3,398.20	122,164.54
	Input Tax Credits		5,530.20	(12,627.76)
	GST Payable		of the part of the second of	15,288.54
	•		62,120.20	124,825.32

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

			2005 \$	2004 \$
7	Other Liabilities			
	Current			
	Accrued Charges		2,600.00	7,900.00
			2,600.00	7,900.00
8	Members' Funds			
	Accumulated Cumbia (Dati	ait) at the beginning of the		
	Accumulated Surplus (Definancial Year	cit) at the beginning of the	45,360.78	34,627.77
	Surplus (deficit) attributable Accumulated Surplus (De		16,656.85	10,733.01
	financial Year	=	62,017.63	45,360.78

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2005

	2005 \$	2004 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Capitation Fees Received	250,670.53	90,882.00
Interest Received	1,962.10	1,035.29
General Administration Expenses & Direct Expenses	(219,945.80)	(77,418.38)
Net cash provided by (used in) operating activities	32,686.83	14,498.91
Net increase (decrease) in cash held	32,686.83	14,498.91
Cash at beginning of financial year	75,897.31	61,398.40
Cash at end of year	108,584.14	75,897.31

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2005

2005	2004
\$	\$

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:

Cash at Bank	108,584.14	54,960.60
Deposits at Call		20,936.71
	108,584.14	75,897.31
Reconciliation of net cash provided by operating activities to Operating Result		
Operating Surplus (Deficit)	16,656.85	10,733.01
Changes in assets and liabilities		
Decrease (Increase) in Accrued Income	54.48	(54.48)
Increase (Decrease) in Payables	(62,705.12)	99,754.69
Increase (Decrease) in Accrued Charges	(5,300.00)	6,200.00
Decrease (Increase) in Receivables	84,017.23	(100,402.00)
(Increase) Decrease in Prepayments	(36.61)	-
Cash inflows (outflows) from operations	32,686.83	16,231.22

COMMITTEE OF MANAGEMENT'S STATEMENT

On behalf of the Committee and in accordance with a resolution passed by the Committee, I, the undersigned, hereby declare that:-

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

Dr. G. Duggin (Seocetary)

Dated: 03/06/2006

Date Resolution passed:

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

Scope

I have audited the General Purpose Financial Report (GPFR) being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION for the financial year ended 31/12/2005. 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,

The GPFR of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION presents a true and fair view 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 financial position as at 31/12/2005 and the results of its operations and its cash flows for the year then ended.

Name of Firm:

CARRUTHERS FARRAM & CO

Chartered Accountants

Name of Principal:

Douglas John Farram

Address:

SUITE 4, Level 4 105 Pitt Street Sydney NSW 2000

Dated this day of -- 6 JUN 2006

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2005

	2005 \$	2004 \$
INCOME		
INTEREST RECEIVED		
Cash Management	701.03	916.07
Cheque Account	1,206.59	173.70
	1,907.62	1,089.77
CAPITATION FEES RECEIVED		
ACT Branch	3,958.19	4,389.09
Commonwealth Branch	1,854.5 3	6,614.54
NSW Branch	48,032.73	43,612.73
QLD Branch	21,023.62	31,434.55
SA Branch	28,281.81	28,003.63
Tasmanian Branch	4,232.00	3,863.64
Victorian Branch	38,512.73	38,512.73
WA Branch	16,681.82	17,463.64
	162,577.43	173,894.55
TOTAL INCOME	164,485.05	174,984.32
Audit Fees	2,820.91	2,100.00
Affiliation Fees	10,494.96	10,077.18
Bank Charges	124.06	60.00
Conference Expenses		863.67
Consultancy Fees	17,277.76	14,670.85
Insurance Table 1 Tabl	3,361.59	1,595.56
Legal Costs	2,801.42	25,414.97
Meeting Expenses	413.53	1,286.32
Secretarial, Industrial Services ASMOF NSW	45,000.00	45,000.00
Secretarial, Industrial Services AMA	45,000.00	45,000.00
Travel, Accommodation	20,533.97	18,182.76
	147,828.20	164,251.31
Operating Surplus (Deficit)	16,656.85	10,733.01
Accumulated Funds- Beginning of Year	45,360.78	34,627.77
Accumulated Funds at the end of the financial year	62,017.63	45,360.78

The accompanying notes form part of these financial statements.



Mr Larry Powell

80 Collins Street

19 July 2006

Australian Industrial Registry

MELBOURNE VIC 3000

Level 35, Nauru House

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

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

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

Sth Hobart Tas 7004 Tel: (03) 6223 2047

Fax: (03) 6223 6469

Commonwealth

PO Box E115

Tasmania 2 Gore St

Fax: (06) 270 5499

Queensland
88 L'Estrange Terrace

Dear Mr Powell

Australian Salaried Medical Officers' Federation Financial Reports y/e 31 December 2005

Please find attached:

- 1. Financial reports for year ending 31 December 2005;
- 2. Secretary's Certificate; and,
- 3. Statement of Particulars of Loans, Grants and Donations.

Yours sincerely

Sim Mead

Executive Director

Kingston Act 2604 Tel: (06) 270 5400 Fax: (06) 270 5499

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 268 of Schedule 1B Workplace Relations Act 1996

- I, Dr Tony Sara, Assistant Secretary/Treasurer of the Australian Salaried Medical Officers' Federation, certify:
 - That the documents lodged herewith are copies of the full report referred to in s 268 of the RAO Schedule; and
 - That the full report was provided to members on 9 June 2006; and
 - That the full report was presented to a meeting of the Committee of Management on 18 July 2006; in accordance with section 266 of the RAO Schedule.

Signature:

Date:

24/1/06

STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY THE SECRETARY OF AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION

I, Dr Tony Sara, Assistant Secretary/Treasurer

of the Australian Salaried Medical Officers' Federation state, in respect of the financial year of the organisation ended 31 December 2005

that:

No loans, grants or donations of an amount exceeding \$1,000 were made by the above-named organisation during the financial year.

Signature:

Date:

247/06

WORKPLACE RELATIONS ACT, 1996

Australian Salaried Medical Officers' Federation

In accordance with section 237 of the RAO Schedule, details (including details of the position held) of any officer or member of the Branch who is:

- a trustee of a superannuation entity or an exempt public sector superannuation (i) scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organization.

No officers or members held such positions.

Signature: Date: 19/06



Level 5 11 Exhibition Street, Melbourne, VIC 3000 GPO Box 1994S, Melbourne, VIC 3001 Telephone: (03) 8661 7764 Fax: (03) 9654 6672

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

Dear Mr. Mead,

Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)

Financial Reports for year ended 31 December 2005

FR2005/642

I acknowledge receipt of a statement of trustees of superannuation entities regarding the financial documents of the Australian Salaried Medical Officers Federation for the year ended 31 December 2005. The document was received by email on 20 September 2006.

I refer to your phone conversation with Larry Powell of our office on 16 August 2006. You were advised that where organisation has no 5% rule or ability to conduct series of meetings and it is impraticable for organisation to hold general meeting, that documents be put on website with notice that documents will be presented to Committee of Management meeting. Members may contact a nominated person attending meeting with concerns/questions they want raised. Confirmation is needed from you [even by email] that the above has taken place.

Your organisation should urgently alter rules providing a 5% rule in future.

Yours sincerely,

Marylyn Beare Statutory Services Branch

4 October 2006

Email: Marylyn.Beare@air.gov.au

Note: Ph: (03) 8661 7764 (Wednesdays only) or try Larry Powell on (03) 8661 7993 on any other day.

Beare, Marylyn

From: Sim Mead [simm@asmof.org.au]
Sent: Thursday, 5 October 2006 12:22 PM

To: Beare, Marylyn

Subject: RE: FR2005_642 - ASMOF

Dear Marylyn

Thank you for your letter sent by email on 4 October 2006.

I can confirm that both the 2004 and 2005 Federal ASMOF financial reports are on the website with a note inviting members to contact me with any concerns.

I can also confirm that we are recommencing the process of altering our rules to provide for a 5% rule. We hope to complete this process before the end of this calendar year.

Regards

Sim Mead
Executive Director
ASMOF
ph (02) 9212-6900
fax (02) 9212-6911

----Original Message----

From: Beare, Marylyn [mailto:Marylyn.Beare@air.gov.au]

Sent: Wednesday, 4 October 2006 4:39 PM

To: Sim Mead

Subject: FR2005_642 - ASMOF

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

Beare, Marylyn

From: Beare, Marylyn

Sent: Wednesday, 18 October 2006 9:48 AM

To: 'Sim Mead' Subject: FR2005_642

Attachments: ASMOF NSW FR 2004_757.doc; Picture (Metafile)





Australian Government

Australian Industrial Registry

Level 5 11 Exhibition Street, Melbourne, VIC 3000 GPO Box 1994S, Melbourne, VIC 3001 Telephone: (03) 8661 7764 Fax: (03) 9655 0410

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

Dear Mr. Mead,

Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)

Financial Reports for year ended 31 December 2005

FR2005/642

Thank you for your email of 5 October 2006 confirming both 2004 and 2005 financial returns of the federal office are on the website and that necessary steps are being taken to alter the rules of your organisation.

Furthermore, have attached our letter to Mr. Somerville for financial returns for year ended **31 December 2004** which have some outstanding matters.

The above documents for the year ended 31 December 2005 have now been filed.

Yours sincerely,

Marylyn Beare

Statutory Services Branch

Email: Marylyn.Beare@air.gov.au