

Level 5, 11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9655 0410
Email: kevin.donnellan@air.gov.au

Dr Tony Sara Federal Vice President Australian Salaried Medical Officers Federation

email: asmof@asmof.org.au

Dear Dr Sara

### Re: Financial Report for the Australian Salaried Medical Officers Federation for year ended 31 December 2007 – FR2007/614

I acknowledge receipt of the financial report for the Australian Salaried Medical Officers Federation for the year ended 31 December 2007. The report was lodged with the Registry on 3 July 2008.

The financial report has now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

#### **Income and Expenditure Statement for the Year Ended 31 December 2007**

#### Additional Financial Data

Pages 16-17 contain additional financial data in the form of a detailed income and expenditure statement accompanies the audited report. The additional financial data in the detailed income and expenditure sets out many of the items of revenue and expense that are required to be disclosed in accordance with Guidelines 10 and 11 of the Registrar's Reporting Guidelines such as Legal Costs.

This approach is not consistent with the requirements of the RAO Schedule. Section 253 of the Schedule expressly requires each reporting unit to prepare a General Purpose Financial Report (GPFR), which is defined as including a profit and loss statement (s.253(2)(a)(i)). That GPFR must then be audited and the auditor must state whether, in his or her opinion, the GPFR is presented fairly in accordance with Australian Accounting Standards and the requirements of the RAO Schedule.

Unless, the Auditor can certify that the additional financial data forms part of the audit opinion.

Schedule 1

Reference to Schedule 1B of the Act, should properly refer to Schedule 1.

#### Previous matters raised

The correspondence filing the 2006 financial report raised matters relating to the "Income and Expenditure Statement" and "Schedule 1B", which appear to have been repeated. Could you ensure that when the Branch compiles future reports that matters raised are taken into consideration.

#### Distribution of the full report to members within five months

Could you ensure that when presenting the full report to a meeting of the Committee of Management in accordance with section 266 of the RAO Schedule that, distribution of the report to members occurs within five months in accordance with section 265(5)(b) or that an extension is applied for an additional month.

#### Documents not lodged in Registry within 14 days of meeting

The documents were presented to a General Meeting of Members on 10 June 2008 but were not lodged in the Registry until 3 July 2008.

In future financial years the documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - see s268 of the RAO Schedule.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

Kevin Donnellan

Statutory Services Branch 23 July 2008



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 email: asmof@asmof.org.au

Australian Capital Territory PO Box 560 Curtin ACT 2605 Tel: (02) 6270 5416 Fax: (02) 6273 0455

email: asmof.act@ama-act.com.au

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

3 July 2008

Dear Mr Powell

Australian Salaried Medical Officers' Federation Financial Reports y/e 31 December 2007

Please find attached:

- 1. Financial reports for year ending 31 December 2007 (including details of trustees of superannuation entities); and
- 2. Certificate pursuant to Section 268.

Yours sincerely

Christopher J Verco

President

Queensland PO Box 153 Kelvin Grove DC QLD 4059 Tel: (07) 3872 2288 Fax: (07) 3856 5572 email: asmofq@bigpond.com

South Australia PO Box 64 North Adelaide SA 5006 Tel: (08) 8267 5063 Fax: (08) 8267 1891 email: sasmoa1@gist.net.au

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

Commonwealth Locked Mail Bag 13 Glebe NSW 2037 Tel: (02) 9212 6900 Fax: (02) 9212 6911 email: asmof@asmof.org.au

> 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 Locked Mail Bag 13 Glebe NSW 2037 Tel: (02) 9212 6900 Fax: (02) 9212 6911 email: asmof@asmof.org.au

#### **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, Federal Vice President 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 8 June 2008; and
- That the full report was presented to a meeting of the Committee of Management on 10 June 2008; in accordance with section 266 of the RAO Schedule.

Signature:

Date:

3(7/08

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2007

#### **CONTENTS**

Operating Report	1-3
Income Statement	4
Balance Sheet	5
Statement of Changes in Equity	6
Notes to the Financial Statements	7-11
Cash Flow Statement	12
Committee of Management's Statement	13
Auditor's Report	14-15
Income and Expenditure Statement	16

### OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2007

#### (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) Operating Results:

The profit of the Organisation amounted to \$46,192.30 for the financial year.

#### 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:

### OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2007

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.

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 6,572.

#### (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. Tony Sara

Vice President

Prof. Peter Collignon

Secretary

Dr. David Milliss

Assistant Secretary/ Treasurer

Dr. Roderick McRae

Dr. Nicholas Buckmaster

### OPERATING REPORT FOR THE YEAR ENDED 31 DECEMBER 2007

#### (g) Superannuation Trustees

No member of the Committee of Management of the Organisation 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:

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

7/5/00

Signed in accordance with a resolution of the Committee of Management.

Prof. Peter Collignon (Secretary)

Page 3

# INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

		2007	2006
	Note	\$	\$
Revenue	2	175,280.81	186,429.25
Affliation Fees		(11,638.36)	(11,311.68)
Auditor's remuneration	3	(3,170.00)	(3,160.00)
Bad and doubtful debt expenses		(8,067.28)	<u>-</u>
Insurance		(5,973.08)	(5,378.66)
Legal costs		-	(10,241.35)
Meeting expenses		(2,590.94)	(7,230.60)
Media Campaign		(22,460.00)	(22,460.00)
Secretarial Industrial Service ASMOF- NSW		(45,000.00)	(45,000.00)
Secretarial Industrial Service ASMOF- AMA		(22,727.27)	(45,000.00)
Travel & Accomodation		(7,359.08)	(16,646.31)
Other expenses		(102.50)	(189.98)
Profit before income tax	•	46,192.30	19,810.67
Income tax expense	,	-	-
Profit attributable to the organisation	•	46,192.30	19,810.67

#### BALANCE SHEET AS AT 31 DECEMBER 2007

	Note	2007 \$	2006 \$
CURRENT ASSETS			
Cash and cash equivalents	4	150,400.83	76,578.24
Trade and other receivables	5	15,620.00	23,553.10
TOTAL CURRENT ASSETS	-	166,020.83	100,131.34
TOTAL ASSETS	- -	166,020.83	100,131.34
CURRENT LIABILITIES			
Trade and other payables	6	34,900.23	15,403.04
Other current liabilities	7	3,100.00	2,900.00
TOTAL CURRENT LIABILITIES	-	38,000.23	18,303.04
TOTAL LIABILITIES	-	38,000.23	18,303.04
NET ASSETS	<u>-</u>	128,020.60	81,828.30
MEMBERS' FUNDS			
Retained earnings	8	128,020.60	81,828.30
TOTAL EQUITY		128,020.60	81,828.30

#### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2007

	Note	Retained Earnings	Total	
	-	\$	\$	
Balance at 1 January 2006		62,018	62,018	
Profit attributable to members		19,811	19,811	
Balance at 31 December 2006	_	81,829	81,829	
Profit attributable to members		46,192	46,192	
Balance at 31 December 2007	_	128,021	128,021	

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

#### 1 Statement of Significant Accounting Policies

The financial report is a General Purpose Financial Report (GPFR) and it has been prepared in accordance with Workplace Relations Act 1996 [the RAO Schedule].

The GPFR is for an entity known as AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION as an individual entity.

The GPFR complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

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

#### Reporting basis and conventions

The GPFR has been prepared on an accruais basis and is based on historical costs.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

#### **Accounting Policies**

#### Cash and Cash Equivalents

Cash in the balance sheet comprises cash at bank.

#### Revenue

Interest revenue is recognised upon receipt

All revenue is stated net of the amount of goods and services tax (GST).

#### 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.

#### Income Tax

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

#### Trade and Other Receivables

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

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

#### Trade and Other 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.

#### **Bad Debts**

At the AGM of the Federal Council on the 14th December 2007, it was agreed to write off the amount of \$8,067.28 being capitation fees due from CASMOF.

#### **Capitation Fees**

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

#### 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 2007

		2007 \$	2006 \$
2	Revenue		
	Operating activities		
	Rendering of Services		
	ACT Branch	4,358.18	3,921.82
	Commonwealth Branch	6,212.73	13,723.65
	NSW Branch	51,370.91	50,227.27
	QLD Branch	26,125.46	27,491.82
	SA Branch	27,941.82	28,560.01
	Tasmanian Branch	1,267.27	3,430.91
	Victorian Branch	39,000.00	38,876.36
	WA Branch	17,049.09	17,032.73
	Total revenue	173,325.46	183,264.57
	Non-operating activities		
	Interest Received	1,955.35	3,164.68
	Total revenue	175,280.81	186,429.25
3	Auditor's Remuneration		
	Auditor's Remuneration		
	Audit Fees	3,170.00	3,160.00
4	Cash and Cash Equivalents		
	Current		
	Cash at Bank	150,400.83	76,578.24
	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 balance sheet as follows:		
	Cash at Bank	150,400.83	76,578.24

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

		2007 \$	2006 \$
5	Trade and Other Receivables		
	Current		
	Trade Debtors	15,620.00	16,146.00
	Input Tax Credits	-	8,875.73
	GST Payable		(1,468.63)
		15,620.00	23,553.10
6	Trade and Other Payables		
	Current		
	Trade Creditors	25,332.37	5,351.04
	Sundry Creditors	3,398.20	10,052.00
	Input Tax Credits	(3,595.70)	-
	GST Payable	9,765.36	
		34,900.23	15,403.04
7	Other Liabilities		
	Current		
	Accrued Charges	3,100.00	2,900.00
8	Retained Earnings		
	Retained earnings at the beginning of the financial year	81,828.30	62,017.63
	Net profit attributable to the organisation	46,192.30	19,810.67
	Retained earnings at the end of the financial year	128,020.60	81,828.30

#### 9 Financial Instruments

#### Financial Risk Management

The Organisation's financial instruments consist primarily of deposits with banks.

The Organisation does not have any derivative instruments at 31 December 2007.

#### CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 \$	2006 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Capitation Fees Received	191,184.00	197,755.03
Interest Received	1,955.35	3,164.68
General Administration Expenses & Direct Expenses	(119,316.76)	(232,925.61)
Net cash provided by (used in) operating activities	73,822.59	(32,005.90)
Net increase (decrease) in cash held	73,822.59	(32,005.90)
Cash at beginning of year	76,578.24	108,584.14
Cash at end of year	150,400.83	76,578.24
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	150,400.83	76,578.24
	150,400,83	76,578.24
Reconciliation of net cash provided by operating activities to Operating Result		
Operating Surplus (Deficit)	46,192.30	19,810.67
Changes in assets and liabilities		
Increase (Decrease) in Payables	19,497.19	(46,717.16)
Increase (Decrease) in Accrued Charges	200.00	300.00
Decrease (Increase) in Receivables	7,933.10	(7,168.33)
· · · · · · · · · · · · · · · · · · ·	7,000,10	,
(Increase) Decrease in Prepayments		1,768.92
Cash inflows (outflows) from operations	73,822.59	(32,005.90)

#### 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:
- the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- 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;
- 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.

the Organisation has not undertaken recovery of wages activity during the financial year. (g)

Dr. P Collignon (Secretary)

Date Resolution passed:

Dated: 7/5/08

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

#### Scope

#### The Financial Report and Committee's Responsibility

The General Purpose Financial Report (GPFR) comprises the balance sheet, income statement, statement of changes in equity, cash flow statement, accompanying notes to the financial statements, and the committee of management's statement for AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION for the year ended 31 December 2007.

The committee of the organisation is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### **Audit Approach**

I conducted an independent audit in order to express an opinion to the members of the organisation. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996, including compliance with Australian Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the organisation's financial position, and of its performance as represented by the results of its operations and cash flows.

I formed my audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, my audit was not designed to provide assurance on internal controls.

#### Independence

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

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

#### **Audit Opinion**

In my opinion, the GPFR of AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION 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, of the financial position of as at 31 December 2007 and the results of its operations and its cash flows for the year then ended.

Name of Firm: CARRUTH

**CARRUTHERS FARRAM & CO** 

Chartered Accountants

Name of Principal:

Douglas John Farram (Registered Company Auditor)

Member of Institute of Chartered Accountants

Address:

SUITE 4, Level 4 105 Pitt Street Sydney NSW 2000

Dated this

9 Th day of may 2008

# INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 \$	2006 \$
INCOME		
INTEREST RECEIVED		
Cheque Account	1,955.35	3,164.68
	1,955.35	3,164.68
CAPITATION FEES RECEIVED		
ACT Branch	4,358.18	3,921.82
Commonwealth Branch	6,212.73	13,723.65
NSW Branch	51,370.91	50,227.27
QLD Branch	26,125.46	27,491.82
SA Branch	27,941.82	28,560.01
Tasmanian Branch	1,267.27	3,430.91
Victorian Branch	39,000.00	38,876.36
WA Branch	17,049.09	17,032.73
	173,325.46	183,264.57
TOTAL INCOME	175,280.81	186,429.25

# INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 \$	<b>20</b> 06 \$
EXPENDITURE		
Affiliation Fees	11,638.36	11,311.68
Auditor's Remuneration	3,170.00	3,160.00
Bad Debts Written Off	8,067.28	-
Bank Charges	2.50	1.60
General Expenses	100.00	96.82
Insurance	5,973.08	5,378.66
Legal Costs	-	10,241.35
Meeting Expenses	2,590.94	7,230.60
Media Campaign	22,460.00	22,460.00
Printing & Stationery	-	91.56
Secretarial, Industrial Services ASMOF NSW	45,000.00	45,000.00
Secretarial, Industrial Services AMA	22,727.27	45,000.00
Travel, Accommodation	7,359.08	16,646.31
	129,088.51	166,618.58
Profit (Loss) before income tax	46,192.30	19,810.67
Income tax expense		-
Profit (Loss) after income tax	46,192.30	19,810.67
Retained earnings at the beginning of the financial year	81,828.30	62,017.63
Retained earnings at the end of the financial year	128,020.60	81,828.30