



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 9653 8442
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Mr John House
Industrial Officer
Australian Salaried Medical Officers Federation
Australian Capital Territory Branch
PO Box 560
CURTIN ACT 2605

Dear Mr House,

**Re: Financial documents for Australian Salaried Medical Officers Federation
- Australian Capital Territory Branch for year ended 31 December 2002
(FR2002/873)**

I have received the financial documents of the Australian Salaried Medical Officers Federation - Australian Capital Territory Branch for the year ended 31 December 2002 lodged under cover of your communication dated 15 August 2003. The documents were lodged in the Australian Industrial Registry on 21 August 2003.

The documents have been filed.

Yours sincerely,

Jacinta Lane
Statutory Services Branch

27 August, 2003

Australian Salaried Medical Officers Federation Australian Capital Territory Branch

Registered Office: 42 Macquarie Street, Barton, ACT, 2600
Postal Address: PO Box 560, Curtin, ACT 2605,
Telephone : 02 6270 5416 Facsimile : 02 6270 0455



OFFICE BEARERS:

PRESIDENT:	VICE PRESIDENT:	SECRETARY:	TREASURER:
Dr Peter Collignon (02) 6244 2105	Dr Will Matthieson	Dr Mark Hurwitz (02) 6244 2066	Dr Lavinia Hallam (02) 6244 2222

15 August 2003

M/- Clency Lapiere
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Clency


Your reference FR2002/837-[132N-ACT] of 6 August 2003

Please find attached the completed audited accounts of the ASMOF ACT Branch for the year ending 31 December 2002. Copies of the accounts were distributed to all members on 31 July 2003. On 8 August 2003 ASMOF Branch Council passed the following resolution:

"This ASMOF ACT Branch Council meeting of 8 August 2003 endorses the Branch financial accounts for the year ending 31 December 2002 as audited by Holland and Partners and as distributed to all members on 31 July 2003."

Also attached is the Secretary's Certificate in accordance with the requirements of the Workplace Relations Act 1996.

Yours sincerely


John F House
Industrial Officer
E-mail: asmof.act@ama-act.com.au

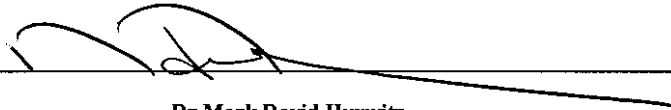
WORKPLACE RELATIONS ACT 1996

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION

ACT BRANCH

CERTIFICATE PURSUANT TO SUB-SECTION 281(3)

I, Mark David Hurwitz, Secretary of the Australian Salaried Medical Officers Federation, ACT Branch, do hereby certify that the copies of the Auditor's Report, accounts and statements annexed hereto are copies of the financial documents for the year ending 31 December 2002 that were presented to a meeting of the Committee of Management of the organisation held on 8 August 2003.



Dr Mark David Hurwitz

Secretary
Australian Salaried Medical Officers Federation, ACT Branch

8 August 2003

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT)

**Financial Statements
For the year ended 31 December, 2002**

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT)

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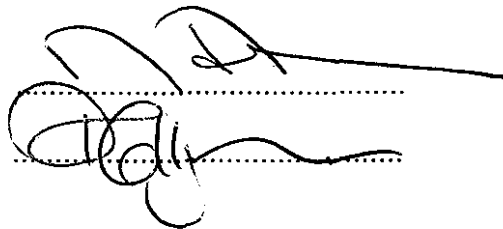
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION (ACT)

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Mark Hurwitz and Peter Collignon, being two members of the committee of the Australian Salaried Medical Officers' Federation (ACT), 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 31 December, 2002.
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the Year ended 31 December, 2002 in accordance with the rules of the organisation.
- (iii) To the knowledge of any member of the Committee, there have not been, during the financial year to which the accounts relates, instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Act), or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available to members of the organisation in accordance with the Workplace Relations Act, the Regulations, thereto or the rules of the organisation;
- (iv) The organisation has complied with subsection 279 (1) and 279 (6) of the Act in relation to the financial accounts in respect of the year ended 31 December, 2001.

Dated 22/12/02



Two handwritten signatures are present, each written over a dotted line. The top signature is more stylized and appears to be 'M Hurwitz'. The bottom signature is more cursive and appears to be 'P Collignon'.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION (ACT)

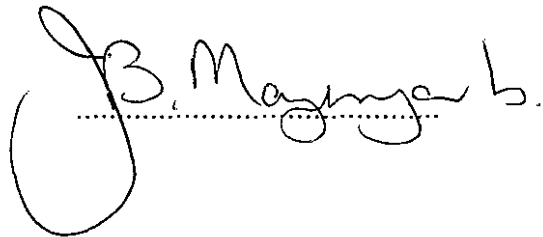
ACCOUNTING OFFICER'S CERTIFICATE

I, Josephine Mazengarb, being the Officer responsible for keeping the accounting records of the Australian Salaried Medical Officers' Federation (ACT), certify that as at 31 December, 2002 the number of members of the organisation was 122.

In my opinion:-

- (i) The attached accounts show a true and fair view of the financial affairs of the organisation as at 31 December, 2002.
- (ii) A record has been kept of all monies paid by, or collected from members of the organisation, and all monies so paid or those monies are to be credited, in accordance with the rules of the organisation;
- (iii) Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) All loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, made to persons holding office in the organisation were authorised in accordance with the rules of the association;
- (vi) The register of members of the organisation was maintained in accordance with the Act.

Dated..... 18-7-03


.....

AUDITORS REPORT

We have inspected and audited the accounting records kept by the Australian Salaried Medical Officers' Federation (ACT) in respect of the year ended 31 December, 2002 and have received all the information and explanations we required for the purposes of the audit. As it is not possible for the Branch to exercise control over cash receipts prior to receipt by the Treasurer we are therefore unable to extend our examination to receipts other than those recorded in the books and records of the Federation.

Subject to the foregoing we report that in our opinion:-

- (1) There were kept by the organisation in respect of the period, satisfactory accounting records detailing the sources and nature of the receipts of the organisation (including receipts from members) and the nature and purposes of payments, and
- (11) The attached accounts, statements and notes thereto, prepared in accordance with Section 273 of the Workplace Relations Act 1996 as amended, are properly drawn up so as to give a true and fair view of:-
 - (a) The financial affairs of the organisation as at 31 December, 2002 and
 - (b) The income and expenditure and surplus or deficit of the organisation for the year ended on that date.

A E HALL



25.7.03

REGISTERED COMPANY AUDITOR

A member of the Firm of
HOLLANDS & PARTNERS
ACCOUNTANTS & AUDITORS

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT)

Detailed Balance Sheet As At 31 December, 2002

	2002	2001
Proprietors' Funds		
Opening balance	68,551.67	70,621.28
Net profit / (loss)	(5,713.53)	(2,069.61)
Less:		
Total Proprietors' Funds	<u><u>62,838.14</u></u>	<u><u>68,551.67</u></u>
Represented by:		
Current Assets		
Cash Assets		
Commonwealth Bank - Cheque Account	2,402.20	2,546.09
Commonwealth Bank - Term Deposit	42,945.58	57,446.11
Commonwealth Bank - Call Account	15,030.16	9,044.47
	<u>60,377.94</u>	<u>69,036.67</u>
Current Tax Assets		
GST payable control account	(5,007.91)	(485.00)
Input tax credit control account	4,081.11	
GST clearing	3,387.00	
	<u>2,460.20</u>	<u>(485.00)</u>
Total Current Assets	<u><u>62,838.14</u></u>	<u><u>68,551.67</u></u>
Total Assets	<u><u>62,838.14</u></u>	<u><u>68,551.67</u></u>
Net Assets	<u><u>62,838.14</u></u>	<u><u>68,551.67</u></u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT)

Detailed Profit and Loss Statement

For the year ended 31 December, 2002

	2002	2001
	\$	\$
Income		
Members Contributions	50,079.09	41,880.42
Interest received	2,537.66	2,050.68
Total income	<u>52,616.75</u>	<u>43,931.10</u>
Expenses		
Accountancy & Audit Fees	1,180.00	810.00
Affiliation Fees TLC	389.00	336.00
AMA Consultant Fees	35,040.00	23,688.56
Bank Fees And Charges	106.82	100.79
Capitation Fees ASMOF	3,585.00	3,956.36
Industrial Representation & Legal fees	550.00	
Meeting & Associated Costs	311.00	370.00
M/V car - Fuel & oil	685.00	
Office Bearers Allowances	15,833.46	16,489.00
Secretarial Expenses	250.00	250.00
Travel, accom & conference	400.00	
Total expenses	<u>58,330.28</u>	<u>46,000.71</u>
Net Profit (Loss) from Ordinary Activities before income tax	<u>(5,713.53)</u>	<u>(2,069.61)</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT)

Statement of Cash Flows

For the year ended 31 December, 2002

	2002	2001
Cash Flow From Operating Activities		
Receipts from customers	50,079.09	41,880.42
Payments to Suppliers and employees	(61,275.48)	(45,515.71)
Interest received	2,537.66	2,050.68
Net cash provided by (used in) operating activities (note 2)	<u>(8,658.73)</u>	<u>(1,584.61)</u>
Cash Flow From Financing Activities		
Repayment of owner's capital		<u>70,621.28</u>
Net cash provided by (used in) financing activities		<u>70,621.28</u>
Net increase (decrease) in cash held	(8,658.73)	69,036.67
Cash at the beginning of the year	<u>69,036.67</u>	
Cash at the end of the year (note 1)	<u><u>60,377.94</u></u>	<u><u>69,036.67</u></u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION (ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER, 2002.

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a. Basis of Accounting

- (i) The accounts have been prepared on the basis of historical costs except where stated.
- (ii) In Accordance with Section 272 of the Workplace Relations Act 1996 the organisation has adopted the accruals basis of accounting with the exception of membership subscription that are maintained on a cash basis. The accounts are prepared on the cash basis.

b. Depreciation & Amortisation of Fixed Assets

Fixed Assets are depreciated over their estimated useful lives using the diminishing value method.

Profits and Losses on disposal of Fixed Assets are taken into account in determining the profit for the year.

c. Income Tax

No liability for income tax arises as the Federation provides benefits only for the members and is consequently exempt from income tax.

2. INFORMATION TO BE PROVIDED

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1) and (2) and (3) of Section 274, which reads as follows:-

"(1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

(2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member of Registrar in such manner, and within such time as is prescribed.

(3) 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 INDUSTRIAL REGISTRY

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

Ref: FR2002/873-[132N-ACT]

Mr Mark Hurwitz
Branch Secretary
Australian Salaried Medical Officers Federation-
Australian Capital Territory Branch
PO Box E115
Queen Victoria Terrace
PARKES ACT 2600

Dear Mr Hurwitz

Re: Australian Salaried Medical Officers Federation-Australian Capital Territory Branch - 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 2002.

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, 2002. 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.

In relation to financial documents for year ended 31 December 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 30 June 2003. 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 Lapiere
Team Manager
E-mail: clency.lapiere@air.gov.au
6 August 2003