



FAIR WORK
COMMISSION

18 August 2014

Dr Lavinia Hallam
Treasurer, Australian Capital Territory Branch
Australian Salaried Medical Officers' Federation
PO Box 510
GARRAN ACT 2605

sent to: Lavinia.Hallam@act.gov.au

Dear Dr Hallam

Re: Lodgement of Financial statements and Accounts - Australian Salaried Medical Officers' Federation, Australian Capital Territory Branch - for year ended 31 December 2013 (FR2013/492)

I acknowledge receipt of the financial report of the Australian Salaried Medical Officers' Federation, Australian Capital Territory Branch ['the reporting unit']. The documents were lodged with the Fair Work Commission on 13 August 2014.

The financial report has been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 December 2014 may be subject to an advanced compliance review.

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. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

Membership subscriptions to be reported on accrual basis

Under section 252(4) an organisation may *keep* the financial records for its membership subscriptions on a cash basis.

This is distinct from the obligation under section 253 to prepare a general purpose financial report (GPFR). Section 253 requires that '...a reporting unit must cause a general purpose financial report to be *prepared*, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...'. Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that 'an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

The notes to the financial statements state that membership subscription revenue has been accounted for on a cash basis but that membership subscription received has been accepted as the correct amount payable. In future please ensure that membership subscriptions are brought to account (i.e. reported) on an accruals basis in accordance with the Australian Accounting Standards and that this is stated accordingly. It is further noted that this will result in a change of accounting policy that will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You may need to discuss this with your auditor.

Activities under Reporting Guideline not disclosed

Items 14, 16, 18, 20, 22, 24, 26 and 33 of the Reporting Guidelines¹ stated that if activities identified in items 10-13, 15, 17, 19, 21, 23, 25 and 27 did not occur in the reporting period, a statement to this effect² must be included in the notes to the GPFR. In my email dated 4 August 2014 I referred to the form of the statements on pages 9 and 10. In future, each activity that did not occur must be specifically identified or itemised.

Time frames for provision to members and presentation

The extension of time of one month granted by the Delegate on 6 June 2014 effectively extended the time frame for lodgement of the financial report until 14 August 2014. Whilst this timeframe was complied with, the specific timeframes for providing the report to members under sections 265(5) and for presenting the report to the committee for the purposes of 266 were not. I note from the Designated Officer's certificate that the report was not provided to members until 1 August, and not presented until 13 August.

Under section 266 of the RO Act, the full report must be presented within 6 months after the end of the financial year (i.e. 30 June). In the case where a one month extension was granted, presentation should have occurred no later than 31 July.

Under section 265(5), where presentation is made to a meeting of the committee, the full report must be provided to members within 5 months after the end of the financial year (i.e. 31 May). In the case where a one month extension was granted, the members should have received the full report no later than 30 June.

Please note that subsections 265(5) and 266 are civil penalty provisions. In future, please take steps to ensure that all timeframes are complied with.

If you require further information on the financial reporting requirements of the Act, I may be contacted by email at stephen.kellett@fwc.gov.au.

Yours sincerely,



Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

¹ Renumbered as items 13, 15, 17, 19, 21, 23 and 25 of the 4th edition

² Or nil balance, as illustrated by the model Financial statements at <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

Designated Officer's Certificate or other Authorised Officer¹

s268 Fair Work (Registered Organisations) Act 2009

I, Mark Hurwitz, being the Branch Secretary of the ACT Branch of the Australian Salaried Medical Officers' Federation certify:

- that the documents lodged with the Fair Work Commission on 13th August 2014 in respect of the year ended 31 December 2013 are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on 1 August 2014
- that the full report was presented to a meeting of the committee of management of the reporting unit on 13th August 2014 in accordance with section 266(3) of the *Fair Work (Registered Organisations) Act 2009*.

Signature



Date: 13 / 8 / 2014

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

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**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2013**

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013**

The committee presents its report on the Branch for the financial year ended 31 December 2013.

(a) Principal Activities:

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

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

Results of Principal Activities:

The Branch'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 Branch's Principal Activities:

There were no significant changes in the nature of Branch's principal activities during the financial year.

(b) Operating Results:

The profit of the Branch amounted to \$18,937 for the financial year.

Significant changes in Branch's financial affairs:

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

Events after the reporting period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operation of the Branch, the results of the operations and the state of affairs of the Branch in future years.

(c) Number of members

The number of persons who, at the end of the financial year were recorded on the Register of Members was 180.

(d) Number of employees

The Branch has no employees. All work performed on behalf of the Branch is undertaken by elected office holders who are paid an allowance. Payments made to office holders are shown in the notes to the accounts.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013**

(e) **Right of Members to resign:**

Manner of resignation S254(2)(c)

Members may resign from the Branch in accordance with rule 11, and Section 174 of the Fair Work (Registered Organisations) Act 2009 which reads as follows:

A member of the Branch may resign from membership by written notice, addressed and delivered to Branch Secretary.

Notice of resignation from membership of Branch takes effect:

1) where the member ceases to be eligible to become a member of the Branch:

(i) on the day on which the notice is received by the Branch; 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 Branch; or

(ii) on the day specified in the notice;

whichever is later;

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

A notice delivered to the person mentioned in sub-rule (1) shall be taken to have been received by the Branch when it is delivered.

A notice of resignation that has been received by the Branch is not invalid because it was not addressed and delivered in accordance with sub-rule(1)

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

In special circumstances the Branch may by resolution accept the resignation of a member and release the member from any or all outstanding obligations to the Branch, notwithstanding that the provisions of these Rules have not been complied with.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**OPERATING REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013**

(f) Members of Committee of Management

The persons who held office as members of the Committee of Management of the Branch during the financial year were:-

| | |
|---------------------|-----------|
| Dr. Peter Collignon | President |
| Dr. Mark Hurwitz | Secretary |
| Dr Lavinia Hallam | Treasurer |

All members of Committee of Management were in the Branch for the period 1st January 2013 to 31st December 2013.

(g) Superannuation Trustees

No officer or employee of the Branch 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; or

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

Signed in accordance with a resolution of the Committee of Management dated 30th day of July 2014.



DR MARK HURWITZ (Secretary)

Date: 30 / 7 / 14

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | Note | 2013 \$ | 2012 \$ |
|---|------|------------------|------------------|
| REVENUE | | | |
| Membership subscription | | 123,957 | 123,998 |
| Interest Received | | 5,104 | 5,993 |
| Capitation Fees | | - | - |
| Levies | | - | - |
| Grants or Donations | | - | - |
| Total revenue | | <u>129,061</u> | <u>129,991</u> |
| EXPENSES | | | |
| Auditor's Remuneration | 2 | (3,500) | - |
| Affiliation Fees - Unions ACT | | (846) | (1,294) |
| Bank and Credit Card Charges | | (202) | (201) |
| Capitation Fees - ASMOF Federal | | (9,068) | (8,935) |
| Insurance Members' Travel | | (28,620) | (28,620) |
| Association Liability Insurance | | (500) | - |
| Legal Costs | | (1,726) | (2,826) |
| Office Holders' Allowances | | (5,000) | (20,000) |
| RMO Association | | - | (5,455) |
| Service Fees - ASMOF NSW | | (4,545) | (9,091) |
| Reimbursement Consultancy Services - ASMOF NSW | | (54,478) | (66,000) |
| Sundry Expenses | | - | (195) |
| Conferences and meeting expenses | | (1,639) | (1,491) |
| Consideration to employers for payroll deductions | | - | - |
| Compulsory Levies | | - | - |
| Fees/Allowances - meetings and conferences | | - | - |
| Grants or Donations | | - | - |
| Penalties - via RO Act or RO Regulations | | - | - |
| Employee expenses | | - | - |
| Total Expenses | | <u>(110,124)</u> | <u>(144,108)</u> |
| Profit (Loss) for the year | | 18,937 | (14,117) |
| Income tax expense | | - | - |
| Profit (Loss) after income tax | | <u>18,937</u> | <u>(14,117)</u> |
| Other comprehensive income: | | - | - |
| Total comprehensive income for the year | | <u>18,937</u> | <u>(14,117)</u> |

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2013**

| | Note | 2013 \$ | 2012 \$ |
|----------------------------------|------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 197,874 | 192,557 |
| Trade and other receivables | 4 | 11,022 | - |
| Other current assets | 5 | 4,545 | - |
| TOTAL CURRENT ASSETS | | <u>213,441</u> | <u>192,557</u> |
| TOTAL ASSETS | | <u>213,441</u> | <u>192,557</u> |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 6 | 3,961 | 5,514 |
| Other current liabilities | 7 | 3,500 | - |
| TOTAL CURRENT LIABILITIES | | <u>7,461</u> | <u>5,514</u> |
| TOTAL LIABILITIES | | <u>7,461</u> | <u>5,514</u> |
| NET ASSETS | | <u>205,980</u> | <u>187,043</u> |
| EQUITY | | | |
| Retained earnings | 8 | 205,980 | 187,043 |
| TOTAL EQUITY | | <u>205,980</u> | <u>187,043</u> |

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | Note | Retained Earnings \$ | Total \$ |
|---|------|----------------------------|-----------------|
| Balance at 1 January 2012 | | 201,160 | 201,160 |
| Profit (Losses) attributable to members | | <u>(14,117)</u> | <u>(14,117)</u> |
| Balance at 31 December 2012 | | 187,043 | 187,043 |
| Profit attributable to members | | <u>18,937</u> | <u>18,937</u> |
| Balance at 31 December 2013 | | <u>205,980</u> | <u>205,980</u> |

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

1 Summary of Significant Accounting Policies

Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT BRANCH) is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the changing prices on the results or the financial position. The financial statements have been rounded to the nearest dollar.

Accounting Policies

Income Tax

The Branch, being a registered Trade Union, is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

Significant Accounting Judgements and Estimates

The committee members evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Branch.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

New Australian Accounting Standards

Adoption of New and Revised Accounting Standards

No accounting standard has been adopted earlier than the application date stated in the standard.

Future Australian Accounting Standards Requirements

No new standards, amendments to standards or Interpretations that were issued prior to the sign-off date are applicable to the future reporting period that are expected to have a future financial impact on the Branch.

Cash and Cash Equivalents

Cash in the Statement of Financial Position comprises cash and term deposit held at bank.

Revenue

Interest revenue is recognised upon receipt.

Membership subscriptions received have been accepted as the correct amounts payable to the Branch. Membership subscriptions are accounted for on a cash basis.

Trade and Other Receivables

Accounts receivable are recognised initially at the transaction price (i.e. cost) and are subsequently measured at cost less provision for impairment. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade and Other Payables

Accounts payable and other payables represent the liabilities at the end of the reporting period for goods and services received by the Branch that remain unpaid.

Accounts payable are recognised at their transaction price. Accounts payable are obligations on the basis of normal credit terms.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
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A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

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 Branch 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 where incurred.

Cash flows are included in the Cash Flow Statement on a gross basis.

Going Concern

The Branch is reliant on the continue receipt of membership subscriptions. The committee of management has not identified or become aware of any events or conditions which may not result in the continue receipt of membership subscriptions and thus in the ability of the Branch to continue as a going concern.

Financial support to another entity

The Branch has not agreed to provide financial support to any entity to continue as a going concern

Acquiring Assets or Liabilities

The Branch has not acquire an asset or liability during the financial year as a result of an amalgamation under Part 2 of Chapter 3, of the RO Act, a restructure, a determination by General Manager under subsection 245 (1) of the RO Act, a revocation by the General Manager under subsection 249(1) of the RO Act or as part of a business combination.

Prescribed Items Disclosure - Revenue

The Branch has no prescribed activities that requires its revenue to be disclosed in the GPFR, apart from those as reported in the Statement of Comprehensive Income.

Prescribed Items Disclosure - Expenses

The Branch has no prescribed activities that requires its expenses to be disclosed in the GPFR, apart from those as reported in the Statement of Comprehensive Income

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

Prescribed items Disclosure - Statement of Financial Position

There are no prescribed Items of assets and liabilities that are required to be reported, apart from those already reported.

Prescribed items Disclosure - Statement of Changes in Equity

There are no prescribed Items of Statement of Changes in Equity that are required to be reported, apart from those already reported.

Prescribed items Disclosure - Statement of Cash Flow

There are no prescribed Items of Statement of Cash Flow that are required to be reported, apart from those already reported in the Statement of Cash Flow.

Recovery of Wages Activity

The Branch has not undertaken recovery of wages activity during the financial year.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

**Transactions in the Reporting Period to Related Parties, Declared Bodies
and/or other Branches of the organisation**

Expenses Paid To:

- (1) ASMOF (NSW) - An ongoing service fee of \$10,000 (inc. GST) for the period 1st July 2013 to 30th June 2014 was paid in the financial year. Service fees attributed to the next financial year have been treated as prepayments. The amount prepaid was \$4,545 (net of GST).
- (2) ASMOF (NSW) - The branch reimbursed ASMOF (NSW) for their employee's remuneration and staff costs for consultancy work provided by their staff member, Mr Ian Cassie to the Branch. The total cost for the year was \$70,575, and after accounting for the advance payments made in previous years, the expenses for the current period were \$54,478.
- (3) ASMOF Federal - Capitation Fees paid to ASMOF Federal was \$9,068 (2012 - \$8,935). The fees were based on the number of members of the Branch.

Payments to Office Holders

For the period 1st January 2013 to 31st December 2013, the following office holders were paid an allowance for their services to the Branch:-

| | | |
|---------------------|---------|-------------------|
| Dr. Peter Collignon | \$0 | (2012 - \$10,000) |
| Dr. Mark Hurwitz | \$0 | (2012 - \$ 5,000) |
| Dr. Lavinia Hallam | \$5,000 | (2012 - \$ 5,000) |

Events After the Reporting Period

Dr Peter Collignon resigned as president on 1st May 2014 and Dr Lavinia Hallam was formally appointed on 7th May 2014 as acting president.

Economic Dependency

The ability of the Branch to pay its expenses is reliant on the receipt of membership subscriptions.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

**Section 272 Fair Work (Registered Organisations) Act 2009
Information to be provided to Members or to the General Manager of FWA**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of Members is drawn to the provision of sub-sections (1) to (3) of Section 272, which read as follows:

Information to be provided to members or the General Manager of Fair Work Australia:

- (1) A Member of a reporting unit, or the General Manager of Fair Work Australia, 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.
- (2) 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.
- (3) A Reporting unit must comply with an application made under subsection (1).

Branch Details

The registered office and principal place of business of the Branch is Canberra Hospital, Yamba Drive, GARRAN ACT 2605.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | 2013 \$ | 2012 \$ |
|--|----------------|----------------|
| 2 Auditor's Remuneration | | |
| Financial Statement audit services | 3,500 | - |
| Other Services | - | - |
| | <u>3,500</u> | <u>-</u> |
| 3 Cash and Cash Equivalents | | |
| Current | | |
| Cast at Bank Cheque Account | 7,512 | 7,239 |
| Cash Management Account | 54,936 | 54,746 |
| Term Deposit | 135,426 | 130,572 |
| | <u>197,874</u> | <u>192,557</u> |
| 4 Trade and Other Receivables | | |
| Current | | |
| Sundry Debtors - ASMOF NSW | 11,022 | - |
| | <u>11,022</u> | <u>-</u> |
| 5 Other Current Assets | | |
| Current | | |
| Prepayments | 4,545 | - |
| | <u>4,545</u> | <u>-</u> |
| 6 Accounts Payable and Other Payables | | |
| Current | | |
| Payables to other reporting unit: | - | - |
| GST Payable | 1,635 | 863 |
| Amounts Withheld | 2,326 | 4,651 |
| Legal Costs | - | - |
| Consideration to employee for payroll deductions | - | - |
| | <u>3,961</u> | <u>5,514</u> |

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

| | 2013 | 2012 |
|--|---------|----------|
| | \$ | \$ |
| 7 Other Liabilities | | |
| Current | | |
| Accrued Charges | 3,500 | - |
| 8 Retained Earnings | | |
| Retained earnings at the beginning of the financial year | 187,043 | 201,160 |
| Net profit (Net loss) attributable to the Branch | 18,937 | (14,117) |
| Retained earnings at the end of the financial year | 205,980 | 187,043 |

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | 2013 | 2012 |
|--|------|------|
| | \$ | \$ |
| 9 Financial Instruments | | |
| Financial Risk Management | | |
| The Branch's financial instruments consist primarily of deposits with banks. The Branch does not have any derivative instruments at 31 December 2013. | | |
| (a) Financial Risk Management Policies | | |
| (i) Interest rate risk | | |
| The Branch is not exposed to any interest rate risk, as it does not have any interest bearing financial instruments. | | |
| (ii) Foreign currency risk | | |
| The Branch is not exposed to fluctuations in foreign currencies. | | |
| (iii) Liquidity risk | | |
| The Branch manages liquidity by regularly monitoring cashflows. | | |
| (iv) Credit risk | | |
| The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, as disclosed in the statement of financial position and notes forming part of the accounts. | | |
| (b) Net fair values | | |
| The Branch does not have any investment in listed investments. For other assets and other liabilities the net fair value approximates their carrying value. There has been no write down of financial asset values as all funds on deposit are expected to realise their carrying amounts. | | |
| The aggregate carrying amount of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes forming part of the accounts. | | |

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | 2013 | 2012 |
|---|--------------|----------------|
| | \$ | \$ |
| OPERATING ACTIVITIES | | |
| Cash received | | |
| Membership Subscription | 136,353 | 136,398 |
| Interest received | 5,104 | 5,993 |
| Cash Used | | |
| Affiliation Fees - Unions ACT | (931) | (1,423) |
| Capitation Fees - ASMOF Federal | (9,975) | (9,828) |
| Insurance Members Travel | (29,450) | (29,450) |
| Service Fees - ASMOF NSW | (10,000) | (10,000) |
| Reimbursement Consultancy Services - ASMOF NSW | (66,000) | (66,000) |
| Office Holders' Allowances | (5,000) | (20,000) |
| General Administration Expenses & Direct Expenses | (14,784) | (15,593) |
| Net cash from / (used by) operating activities | 5,317 | (9,903) |
| | | |
| Net increase in cash held | 5,317 | (9,903) |
| Cash at beginning of year | 192,557 | 202,460 |
| Cash at end of financial year | 197,875 | 192,557 |

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2013**

| | 2013 | 2012 |
|--|----------------|----------------|
| | \$ | \$ |
| Cash Flow Reconciliation | | |
| Reconciliation of cash & cash equivalents as per Financial Position Statement to Cash Flow Statement: | | |
| Cash and cash equivalents as per: | | |
| Cash Flow Statement | | |
| Cash at Bank Cheque Account | 7,512 | 7,239 |
| Cash Management Account | 54,936 | 54,746 |
| Term Deposit | <u>135,426</u> | <u>130,572</u> |
| | <u>197,874</u> | <u>192,557</u> |
| Financial Position Statement | | |
| Cash at Bank Cheque Account | 7,512 | 7,239 |
| Cash Management Account | 54,936 | 54,746 |
| Term Deposit | <u>135,426</u> | <u>130,572</u> |
| | <u>197,874</u> | <u>192,557</u> |
| Difference | <u>-</u> | <u>-</u> |
| Reconciliation of profit/(loss) to net cash from operating activities: | | |
| Profit/(loss) for the year | 18,937 | (14,117) |
| Changes in assets and liabilities | | |
| Increase (Decrease) in Payables | (1,552) | 4,213 |
| (Increase) Decrease in Current receivables | (11,022) | - |
| (Increase) Decrease in Prepayments | (4,545) | - |
| Increase (Decrease) in Accrued charges | <u>3,500</u> | <u>-</u> |
| Net cash from (used by) operating activities | <u>5,317</u> | <u>(9,904)</u> |

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013**

On the 30/7/2014 the committee of the Australian Salaried Medical Officer Federation (ACT Branch) passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 31 December 2013:

The committee of management declares that in its opinion:

- (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 General Manager;
- (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 GPRF relates and since the end of that year:
 - (i) meetings of the committee of the 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 RO Act; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act, it has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) In relation to recovery of wages activity:
 - (i) the Branch has not undertaken recovery of wages activity during the financial year.

This declaration is made in accordance with a resolution of the Committee of Management.


DR MARK HURWITZ (Secretary)

Dated: 30 / 7 / 2014

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

Scope

The General Purpose Financial Report comprises the statement of financial position, statement of comprehensive income, statement of changes in equity, statement of cash flows and accompanying notes to the financial statements, and the committee of management's statement for AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT BRANCH) for the year ended 31 December 2013.

The committee of the Branch 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 Branch. 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 Fairwork (Registered Organisations) Act 2009, including compliance with Australian Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the association'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.

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 and the Fair Work (Registered Organisations) Act 2009.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
(ACT BRANCH)
A.B.N 80 383 854 756**

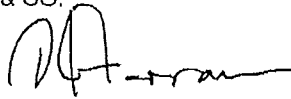
Audit Opinion

In my opinion:

The general purpose financial report of AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (ACT BRANCH) presents fairly the financial position as at 31 December 2013, and the results of its operations and its cash flows for the year then ended and are in accordance with:

- (a) Australian Accounting Standards
- (b) The requirements imposed by the Fair Work (Registered Organisations) Act 2009 including Part 3 of Chapter 8 of the Act and
- (c) The Branch did not have any recovery of wages activity during the year.
- (d) The management's use of the going concern basis of accounting in the preparation of the Branch's financial report is appropriate

Name of Firm: CARRUTHERS FARRAM & CO.
Chartered Accountants



Name of Principal: _____

D.J. FARRAM (Registered Company Auditor)
Member of Institute of Chartered Accountants and Holder of a Current Public Practice Certificate

Address: Suite 4, Level 4, 105 Pitt Street NSW 2000

Dated this day of 31 JUL 2014



Australian Salaried Medical Officer's Federation
Australian Capital Territory Branch

c/- Infectious Diseases Unit, The Canberra Hospital
PO Box 5010 Garran ACT 2605
ABN: 80 383 854 756
Phone: 02 6244 2105. Fax: 02 6244 4646

Acting PRESIDENT
Dr Lavinia Hallam
(02) 6244 2909

SECRETARY:
Dr Mark Hurwitz
(02) 6244 2066

TREASURER:
Dr Lavinia Hallam
(02) 6244 2909

13th August 2012

Dear Sir,

Please find attached the Financial Report for the Australian Salaried Medical Officers Federation ACT Branch.

Our report was reviewed by Mr Stephen Kellett and we note that he has made the following comments :-

'I examined the documents for the purpose of identifying any matter which is likely to be brought to your attention. I only have two comments.

(1) The Notes to the financial statements indicate that though the statements have been prepared on an accruals basis – which is in accordance with the Australian Accounting Standards [AASB 101 (27)] – membership subscription revenue has been accounted for on a cash basis – which is not in accordance with the above standard. FWC expects membership subscription revenue to be presented on the accruals basis, and because the respective disclosures usually differ, will generally require the relevant financial statement(s) to be amended to reflect the correct disclosures.

In this case, however, I see that the Note also states that the amounts received are accepted as the amounts payable (i.e. receivable by the Branch). This suggests that the cash basis amount disclosed would not differ from the accrual basis amount. This is an issue that will have to be clarified with whoever assesses the report if it is not clarified before final lodgement.

(2) The principal financial statements explicitly itemise by line nearly all the activities described by the Reporting Guidelines, including those for which no balances apply, except for the following:

RG10 - financial support received to assist the Branch to continue as a going concern
RG15(e) - any other form of financial support received from another reporting unit of the Union
RG19(b) – the name of another reporting unit to which there is a payable
RG21(c)/(d) - employee provisions for both office-holders and non-office-holder employees
RG23(c) - details of any other funds required by rules
RG23(d) - details of any special purpose fund/account
RG25 details of any other reporting unit that is the source of a cash inflow

Now I see that the Notes on pages 9 and 10 include several statements that no prescribed items are required to be reported apart from those already reported in the relevant financial statement. Whilst the intent of these statements can be inferred, the intention behind the requirement of the Reporting Guidelines to state where an activity has not occurred was to make reports across the range of registered organisations consistent in their transparency, bearing in mind that the ordinary member-reader would not usually or readily have a copy of the reporting guidelines to accompany their examination of a report. Thus the non-occurring items intended to be covered by these statements would not be obvious to the ordinary member-reader. The model financial statements provide the example where every relevant activity is explicitly itemised. Where narrative statements are used, they should specify each and every activity that did not occur.'

Unfortunately we were unable to act on this advice and comply with the time frame for submission to Fair Work Commission. We have therefore submitted our report as distributed to members and presented to our Committee of Management but will submit an amended report if and when this is required.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lavinia Hallam', written in a cursive style.

Lavinia Hallam
Treasurer



6 June 2014

Dr Lavinia Hallam
Treasurer, Australian Capital Territory Branch
Australian Salaried Medical Officers' Federation
PO Box 510
GARRAN ACT 2605

sent to: Lavinia.Hallam@act.gov.au

Dear Dr Hallam

Re: Application for extension of time - s265(5) *Fair Work (Registered Organisations) Act 2009* - Australian Salaried Medical Officers' Federation, Australian Capital Territory Branch - for year ended 31 December 2013 (FR2013/492)

I refer to your letter of application for an extension of time under subsection 265(5) of the Act, which was received today, 5 June 2014.

Under subsection 265(5) I may extend the period in which the meeting required by section 266 must be held or the period in which the financial report must be provided to members by no more than one month. The effect of a grant of extension of time will be to extend the time by which the report must be lodged.

The latest date by which the report may be allowed to be lodged, with an extension of time of up to the maximum period permitted, will be 14 August 2014.

Having regard to the circumstances outlined in your letter, I grant an extension of time of one month.

Yours sincerely

Chris Enright
Delegate of the General Manager
Fair Work Commission



Australian Salaried Medical Officer's Federation
Australian Capital Territory Branch

c/- Infectious Diseases Unit, The Canberra Hospital
PO Box 5010 Garran ACT 2605
ABN: 80 383 854 756
Phone: 02 6244 2105. Fax: 02 6244 4646

PRESIDENT
Dr Peter Collignon
(02) 6244 2105

SECRETARY:
Dr Mark Hurwitz
(02) 6244 2066

TREASURER:
Dr Lavinia Hallam
(02) 6244 2909

The General Manager
Fair Work Commission
80 William Street
East Sydney NSW 2011

5th June 2014

Dear Ms O'Neill,

Re extension of time – s265(5) Fair Work (Registered Organisations) Act 2009

On behalf of the ACT Branch of the Australian Salaried Medical Officers Federation, I wish to apply for an extension of time under section 265(5) of the Fair Work (Registered Organisations) Act 2009. The period of time requested is one month.

The Branch is a small operation and extended absences of two of the office-holders in the month of June will affect the Branch's ability to comply with the Act within the prescribed time. The audit report has not yet been finalised. The extra month will enable the Branch to finalise the report, provide it to the members, present it to a meeting under section 266 and then lodge the report within the extended time. The Branch has encountered difficulties in different areas of financial reporting in recent years and is currently taking steps to address these.

If you require any further information, please contact me at Lavinia.Hallam@act.gov.au

Yours faithfully

Lavinia Hallam
Treasurer ASMOF ACT



3 March 2014

Dr Mark Hurwitz
Secretary

Australian Salaried Medical Officers Federation-Australian Capital Territory Branch
Sent by email: mark.hurwitz@act.gov.au

Dear Dr Hurwitz,

**Re: Lodgement of Financial Report - [FR2013/492]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Capital Territory Branch of the Australian Salaried Medical Officers Federation (the reporting unit) ended on 31 December 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2014 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Additionally, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2013, are also available on the website as is our webinar on the financial Reporting Guidelines.

The Fair Work Commission has also developed a model set of financial statements for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Compliance & litigation](#).

The financial report and any statement of loans, grants or donations made during the financial year [statement must be lodged within 90 days of end of financial year] can be emailed to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents no.5](#)

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

| | | |
|--|-----|--|
| Financial reporting period ending: | / / | |
| Prepare financial statements and Operating Report. | | |
| <p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p> | / / | As soon as practicable after end of financial year |
| Auditor's Report prepared and signed and given to the Reporting Unit - s257 | / / | <p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p> |
| <p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. | / / | <p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p> |
| Present full report to: | | |
| (a) General Meeting of Members - s266 (1),(2); OR | / / | Within 6 months of end of financial year |
| (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3) | / / | Within 6 months of end of financial year |
| Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268 | / / | Within 14 days of meeting |

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.