



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr. Peter Somerville
Executive Director
Australian Salaried Medical Officers Federation
Commonwealth Branch
Suite 46, Level 3, 330 William Street
Ultimo NSW 2007

Dear Mr. Somerville,

**Re: Financial documents for year ended 31 December 2002
FR2002/874**

I have received the financial documents of the Commonwealth Branch of the abovementioned organisation for the year ended 31 December 2002 lodged under cover of your communication dated 16 December 2003. The documents were received in the Registry on 16 December 2003.

Matters requiring attention when preparing future financial returns

The following matter concerning the financial reporting requirements of the Act is advised for your assistance when preparing financial returns:

No further action is required in respect of the subject documents. However, it would be appreciated if the same matter is not repeated for the next financial year.

Timescale provisions

Timing of steps at variance with legislation

Unless an extension of time is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

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

Yours sincerely,

Marylyn Beare
Statutory Services Branch

13 January, 2004



Australian Salaried Medical Officers' Federation
Commonwealth Branch

Suite 46, Level 3, 330 Wattle Street
ULTIMO NSW 2007
LMB 13 GLEBE NSW 2037
Telephone: (02) 9212 6900
Fax: (02) 9212 6911
asmof@asmof.org.au

Mr Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
Level 35
Nauru House
80 Collins Street
MELBOURNE VIC 3000



9 December, 2003

Dear Mr Lapierre

FINANCIAL DOCUMENTS FOR YEAR ENDED 31 DECEMBER 2002 Ref:
FR2002/874-[132N-CWTH]

Please find attached:

1. Financial Documents covering the period to 31 December 2002
2. Federation's Secretary's Certificate.

Yours faithfully,


Peter Somerville
Executive Director

CERTIFICATE BY SECRETARY
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION,
COMMONWEALTH BRANCH

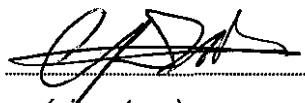
[The provisions of section 518 (1) (b) of the *Industrial Relations Act 1991* and clause 65 of the *Industrial Relations Regulation 1992* apply as regulations under section 282 (3) of the *Industrial Relations Act 1996*]

I, Dr Guy Hibbins, Branch President of Australian Salaried Medical Officers' Federation, Commonwealth Branch hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the committee of management meeting:

- held on 26 August 2003 in respect of the financial year of the organisation ending 31 December 2002

The documents lodged herewith are:

- (i) Copies of the accounts prepared in accordance with the requirements of section 510(1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282(3) of the *Industrial Relations Act 1996*; and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510 (2) OF THE 1991 Act and clause 59 (1) (a) of the 1992 Regulation; and
- (iii) a copy of the certificate given by the committee of management in accordance with the requirements of section 510 (2) of the 1991 Act and clause 59 (1) (b) of the 1992 Regulation; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.


.....
(signature)

5/12/03
.....
(date)

AUSTRALIAN SALARIED MEDICAL
OFFICERS' FEDERATION
COMMONWEALTH BRANCH
A.B.N 82 946 658 712

FINANCIAL REPORT
FOR THE YEAR ENDED
31ST DECEMBER 2002

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
COMMONWEALTH BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2002

	Note	2002 \$	2001 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities		35,836.62	38,169.57
Revenues From Interests		599.64	992.25
Depreciation and amortisation expenses		(138.00)	-
Other Expenses from Ordinary activities		(43,782.11)	(45,987.47)
		<hr/>	<hr/>
Surplus/(Deficit) from ordinary activities		(7,483.85)	(6,825.65)
		<hr/>	<hr/>
Net profit from ordinary activities to members of the Federation		(7,483.85)	(6,825.65)
		<hr/>	<hr/>
Total changes in members' funds		(7,483.85)	(6,825.65)
		<hr/>	<hr/>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2002

	Note	2002 \$	2001 \$
OPERATING RESULT SURPLUS/ (DEFICIT) FOR THE YEAR	2	(7,483.85)	(6,825.65)
		<u>(7,483.85)</u>	<u>(6,825.65)</u>
Total Members' Funds at the beginning of the financial year		27,103.35	33,929.00
		<u>19,619.50</u>	<u>27,103.35</u>
ACCUMULATED MEMBERS FUNDS AT THE END OF THE FINANCIAL YEAR		<u>19,619.50</u>	<u>27,103.35</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2002

	Note	2002 \$	2001 \$
CURRENT ASSETS			
Cash	4	33,991.00	27,199.25
TOTAL CURRENT ASSETS		<u>33,991.00</u>	<u>27,199.25</u>
NON-CURRENT ASSETS			
Property, plant and equipment	5	827.44	-
TOTAL NON-CURRENT ASSETS		<u>827.44</u>	<u>-</u>
TOTAL ASSETS		<u>34,818.44</u>	<u>27,199.25</u>
CURRENT LIABILITIES			
Accounts payable	6	15,198.94	95.90
TOTAL CURRENT LIABILITIES		<u>15,198.94</u>	<u>95.90</u>
TOTAL LIABILITIES		<u>15,198.94</u>	<u>95.90</u>
NET ASSETS (LIABILITIES)		<u>19,619.50</u>	<u>27,103.35</u>
MEMBER'S FUNDS			
Accumulated Funds		19,619.50	27,103.35
TOTAL MEMBERS' FUNDS		<u>19,619.50</u>	<u>27,103.35</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2002

	2002	2001
	\$	\$
Cash Flows From Operating Activities		
Receipts from Subscriptions	34,073.28	35,965.12
Receipts from Customers	5,032.00	6,021.40
Interest Received	599.64	992.25
Sundry Income	314.99	-
Payment to Suppliers & Employees	(32,166.18)	(50,482.52)
	7,853.73	(7,503.75)
Net cash provided by (used in) operating activities		
Cash Flows from Investing Activities		
Payment for Plant & Equipment	(1,061.98)	-
	(1,061.98)	-
Net cash provided by (used in) investing activities		
Net increase (decrease) in cash held	6,791.75	(7,503.75)
Cash at Beginning of Financial Year	27,199.25	34,703.00
Cash at end of year	33,991.00	27,199.25

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2002

	2002	2001
	\$	\$
Notes to the Statement of Cash Flows		
Reconciliation of Cash		
Cash at the end of 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	33,991.00	27,199.25
Reconciliation of Net Cash provided by Operating Activities to Operating Results		
Operating Result Surplus (Deficit)	(7,483.85)	(6,825.65)
Non-cash flows in Operating Result		
Depreciation	138.00	-
Changes in Assets and Liabilities:		
Decrease (Increase) in Current Receivables	893.81	(963.10)
Increase (Decrease) in Payables	14,305.77	285.00
Net Cash provided by (Used in) Operating Activities.	7,853.73	(7,503.75)

The accompanying notes form part of these financial statements.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

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

1 STATEMENT OF ACCOUNTING POLICIES

The financial reports have been prepared in accordance with the Workplace Relations Act 1996, and applicable Accounting Standards and other mandatory professional reporting requirements. The financial reports have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Organisation in the preparation of the financial reports.

Income Tax

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

Depreciation

Fixed assets are written off over the estimated useful life of each asset using the straight line method.

Membership Subscriptions

The Organisation's membership subscriptions year runs from 1st January to 31st December. Only those membership subscription receipts which are attributable to the current year are recognised as revenue.

Capitation Fees

Capitation fees received have been accepted as the correct amounts payable to the Federation.

Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except:

The amount of GST incurred by the Federation as a purchaser that is not recoverable from the Australian Taxation Office is recognised as a part of the cost of acquisition of an asset or as part of an item of expense. Receivables and Payables are stated with the amount of GST included.

Payables

These amounts represent liabilities for services provided to the Federation prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investment in money market instruments maturing within less than two months, net of bank overdrafts.

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

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

2 INFORMATION TO BE PROVIDED TO MEMBERS OR TO THE REGISTRAR

In accordance with the requirements of the Workplace Relations Act.1996 the attention of Members is drawn to the provision of sub-sections (1) (2) and (3) of Section 274 which read as follows:

SECTION 274 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) [Application for Information] A member of an organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

274(2) [Provision of information] An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

274(3) [Function of Registrar] 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 SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2002

	2002 \$	2001 \$
4 CASH		
Commonwealth Banking Corporation	33,991.00	12,010.62
Term Deposit	-	15,188.63
	33,991.00	27,199.25
5 PROPERTY, PLANT AND EQUIPMENT		
Office Equipment and Furniture	965.44	-
Less: Accumulated Depreciation	138.00	-
	827.44	-
 Total property, plant and equipment	 827.44	 -
6 ACCOUNTS PAYABLE		
CURRENT		
Sundry Creditors	14,794.19	400.00
Input Tax Credits	(69.29)	(963.10)
GST Payable	474.04	659.00
	15,198.94	95.90

AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Dr G Hibbins and Dr V Leonov, being two Members of the Committee of Management of Australian Salaried Medical Officers' Federation (Commonwealth Branch), 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 31st December, 2002.
- (ii) In the opinion of the Committee of Management, during the financial year to which these accounts relate, meetings of the Committee were held in accordance with the rules of the Organisation.
- (iii) To the knowledge of any Member of the Committee, during the financial year to which these accounts relate, there have been no instances where records of the Organisation or other documents (not being documents containing information made available to a Member of the Organisation under Sub-Section 274(2) of the Workplace Relations Act, 1996), or copies of these records or documents or copies of the Rules of the Organisation, have not been furnished or made available to Members in accordance with the requirements of the Workplace Relations Act, 1996 the Regulations thereto, or the Rules of the Organisation.
- (iv) The Organisation has complied with Sub-Sections 279(1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous year ended 31st December, 2001.


.....
DR G HIBBINS

Dated: 8 / 5 / 03


.....
DR V LEONOV

Dated: 5 / 5 / 03

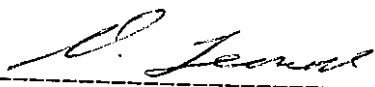
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

ACCOUNTING OFFICER'S CERTIFICATE

I, Dr V Leonov, being the Officer responsible for keeping the accounting records of Australian Salaried Medical Officers' Federation, certify that as at 31st December, 2002, the number of members of the Organisation was 236.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Federation as at 31st December, 2002.
- (ii) A record has been kept of all monies paid by, or collected from members, and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Organisation.
- (iii) To the extent to which the Rules of the Organisation require approval to be obtained to the incurring of expenditure, such approval was obtained.
- (iv) No payment was made out of a fund referred to in Regulation 107 (b) (xiii) or (xv) of the Workplace Relations Act, 1996 for a purpose other than the purpose for which the fund was operated.
- (v) The register of Members of the Organisation was maintained in accordance with the Workplace Relations Act, 1996.
- (vi) No loans or other financial benefits were made to any persons holding office in the Organisation.



DR V Leonov

Dated 5 / 5 / 03

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF

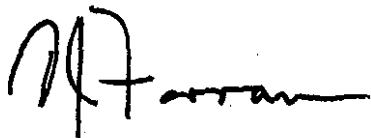
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
COMMONWEALTH BRANCH

We have inspected and audited the accounting records kept by the Australian Salaried Medical Officers' Federation (Commonwealth Branch), in respect of the year ended 31st December, 2002 and have received all the information and explanations for the purposes of our audit.

In our opinion:

- 1 There were kept by the Federation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Federation (including income from members) and the nature and purposes of expenditure; and
- 2 The attached accounts and statements, prepared in accordance with Section 273 of the Workplace Relations Act.1996, and applicable Accounting Standards are properly drawn up so as to give a true and fair view of:
 - (a) The financial affairs of the Federation as at 31st December, 2002 and,
 - (b) The income and expenditure and deficit of the Federation for the year ended on that date.

CARRUTHERS FARRAM & CO
Chartered Accountants



D J FARRAM
Registered Company Auditor

Dated: 21 MAY 2003

Suite 4, Level 4
105 Pitt Street
SYDNEY NSW 2000

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION
COMMONWEALTH BRANCH

INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31ST DECEMBER 2002

	2002 \$	2001 \$
INCOME		
Subscriptions		
Capitation Fees Received	30,975.71	32,695.57
Interest Received	4,574.55	5,474.00
Interest- Term Deposit Commonwealth Banking Corporation	516.01	992.25
Miscellaneous Income	83.63	-
	286.36	-
	36,436.26	39,161.82
EXPENDITURE		
Auditor's Fees	330.00	300.00
Bank and Credit Card Charges	218.14	272.09
Capitation Fees	6,830.91	7,480.00
Computer Services	877.75	-
Depreciation	138.00	-
General Expenses	393.62	-
Industrial Services	34,057.19	37,088.50
Movie Tickets Scheme	-	532.96
Printing- Membership Cards	-	306.00
Office Supplies	204.82	-
Subscriptions	69.50	-
Telephone	800.18	-
Union Shopper Service	-	7.92
	43,920.11	45,987.47
SURPLUS/ (DEFICIT) FOR THE YEAR	(7,483.85)	(6,825.65)

The accompanying notes form part of these financial statements.



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Dr Guy Churchman
Branch Secretary
Australian Salaried Medical Officers Federation
Commonwealth Branch
Suite 46, Level 3
330 Wattle Street
ULTIMO NSW 2007

Dear Dr Churchman,

**Re: Outstanding Financial Documents - Workplace Relations Act 1996
FR2002/874**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with the *Workplace Relations Act 1996* ('the Act'), for the year ended **31 December 2002**.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain an audit report, provide copies of the auditor's report, accounts and statements ('the financial documents') to its members, present the financial documents to a meeting of members or committee of management, and lodge copies of such documents in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, the financial documents specified above should have been lodged by now.

Therefore, I request your written advice by **Friday 19 December 2003** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements
2. making of the audit report
3. provision of copies of the financial documents to the members
4. presentation of the financial documents to a meeting of the members or the committee of management *following provision of copies to the members*
5. lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you that the documents so lodged are copies of the documents presented to the meeting referred to in 4 above - such certificate specifying the type of meeting and the date when it was held.

If you wish to discuss this letter you may contact me on (03) 8661 7787.

Yours sincerely


Clency Lapiere
Statutory Services Branch

8 December 2003



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: FR2002/874-[132N-CWTH]

Dr Guy Churchman
Branch Secretary
Australian Salaried Medical Officers Federation-
Commonwealth Branch
Suite 46, Level 3
330 Wattle Street
ULTIMO NSW 2007

Dear Dr Churchman

**Re: Australian Salaried Medical Officers Federation-Commonwealth 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 Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
6 August 2003